



CHILD CARE AND DEVELOPMENT FUND PLAN
FOR
FFY 2006-2007

This Plan describes the CCDF program to be conducted by the State for the period 10/1/05 – 9/30/07. As provided for in the applicable statutes and regulations, the Lead Agency has the flexibility to modify this program at any time, including changing the options selected or described herein.

The official text of the applicable laws and regulations govern, and the Lead Agency acknowledges its responsibility to adhere to them regardless of the fact that, for purposes of simplicity and clarity, the specific provisions printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text.

Public reporting burden for this collection of information is estimated to average 162.57 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(Form ACF 118 Approved OMB Number: 0970-0114 expires 05-31-2006)

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

AMENDMENTS LOG

Child Care and Development Services Plan for
For the period: 10/1/05 -- 9/30/07

| SECTION AMENDED | EFFECTIVE/ PROPOSED EFFECTIVE DATE | DATE SUBMITTED TO ACF | DATE APPROVED BY ACF |
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Instructions:

- 1) Lead Agency completes the first 3 columns and sends a photocopy of this Log (showing the latest amendment sent to ACF) and the amended section(s) to the ACF Regional contact. A copy of the Log, showing the latest amendment pending in ACF, is retained in the Lead Agency's Plan.
- 2) ACF completes column 4 and returns a photocopy of the Log to the grantee.
- 3) The Lead Agency replaces this page in the Plan with the copy of the Log received from ACF showing the approval date.

Note: This process depends on repeated subsequent use of the same Log page over the life of the Plan. At any time the Log should reflect all amendments, both approved and pending in ACF.

STATE PLAN FOR CCDF SERVICES
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The Lead Agency is advised to retain those "old" plan pages that are superseded by amendments in a separate appendix to its Plan.

PART 1
ADMINISTRATION

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E)

1.1 Lead Agency Information (as designated by State chief executive officer)

Name of Lead Agency: Department of Social Services
Address of Lead Agency: P.O. Box 1527, Jefferson City, MO 65102-1527
Name and Title of the Lead Agency's Chief Executive Officer:
K. Gary Sherman, Director
Phone Number: 573-751-4815
Fax Number: 573-751-3203
E-Mail Address: Gary.Sherman@dss.mo.gov
Web Address for Lead Agency (if any): www.dss.mo.gov

1.2 State Child Care (CCDF) Contact Information (day-to-day contact)

Name of the State Child Care Contact (CCDF): Doris Hallford
Title of State Child Care Contact: Deputy Director, Children's Division
Address: P.O. Box 88, Jefferson City, MO 65102-0088
Phone Number: 573-751-6793
Fax Number: 573-526-9586
E-Mail Address: doris.hallford@dss.mo.gov
Phone Number for child care subsidy program information (for the public) (if any):
573-522-1385
Web Address for child care subsidy program information (for the public) (if any):
http://www.dss.mo.gov/pr_cs.htm

1.3 Estimated Funding

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period: October 1, 2005 through September 30, 2006. (§98.13(a))

CCDF: \$91,554,701
Federal TANF Transfer to CCDF: \$20,712,684
Direct Federal TANF Spending on Child Care: \$00.00

State CCDF Maintenance of Effort Funds: \$16,548,755
State Matching Funds: \$16,969,626
Total Funds Available: \$145,785,766

1.4 Estimated Administration Cost

The Lead Agency estimates that the following amount (and percentage) of Federal CCDF and State Matching Funds will be used to administer the program (not to exceed 5 percent): \$ 1,085,243 (1.4%). (658E(c)(3), §§98.13(a), 98.52)

1.5 Administration of the Program

Does the Lead Agency directly administer and implement all services, programs and activities funded under the CCDF Act, including those described in Part 5.1 – Activities & Services to Improve the Quality and Availability of Child Care, Quality Earmarks and Set-Aside?

- ☐ Yes. Skip questions 1.6 and 1.7. Go to Section 1.8.
☒ No, and the following describes how the Lead Agency maintains overall control when services or activities are provided through other agencies: (658D(b)(1)(A), §98.11)

The Department of Social Services administers the funding for Activities and Services to Improve the Quality and Services for Child Care at approximately \$11,822,508. This amount exceeds the 4% minimum requirement. The Department of Social Services enters into Memoranda of Agreements with the Department of Health and Senior Services (DHSS) to administer \$3,139,363 and \$2,240,250 will be administered by the Department of Elementary and Secondary Education (DESE). The funding will be used to support the quality activities described in Part 5 of this plan.

DSS reserves the right to use funding, in addition to the quality funding contracted to DHSS and DESE, for such projects or pilots that support the activities of the state's child care programs in the course of implementing family self sufficiency and to enhance the quality of child care for Missouri's families. Examples of programs currently supported are ongoing grants to the state Resource and Referral Network, Educare, and our state professional development system OPEN (Opportunities in a Professional Educational Network).

The Department of Social Services will monitor the terms of the agreements with DHSS and DESE. The monitoring activities will entail, at a minimum, an annual accounting of activities as defined in the respective Memoranda of Understanding with each department. Additionally, outcomes and benchmarks are measured, on an annual basis, as they relate to each department's state strategic plan.

The Departments of Health and Senior Services and Elementary and Secondary Education will monitor the individual grants awarded from the quality funding each department receives from DSS. Appeals, hearings and/or complaints will be handled at the DESE and DHSS level with the final appeal process to be the responsibility of DSS.

All other funds are administered directly by the Department of Social Services.

1.6 Determining Eligibility

For child care services funded under §98.50 (e.g., certificates, vouchers, grants/contracts for slots based on individual eligibility), does the Lead Agency itself: (§98.11)

- Determine individual eligibility of non-TANF families?
☒ Yes.
☐ No. If no, identify the name and type of agency that determines eligibility of non-TANF families for child care:
- Determine individual eligibility of TANF families?
☒ Yes.
☐ No. If no, identify the name and type of agency that determines eligibility of TANF families for child care:

- Assist parents in locating child care?
☐ Yes.
☒ No. If no, identify the name and type of agency that assists parents:

This function is accomplished through contractual arrangement with the Missouri Child Care Resource and Referral Network

- Make payments to providers and/or parents?
☒ Yes.
☐ No. If no, identify the name and type of agency that makes payments:

1.7 Non-Governmental Entities

Is any entity named in response to section 1.6 a non-governmental entity? (658D(b), §§98.10(a), 98.11(a))

☒ Yes, and the following entities named in 1.6 are non-governmental:

The Missouri Child Care Resource and Referral Network is a private, not-for-profit network of eight not-for-profit agencies.

☐ No.

1.8 Use of Private Donated Funds

Will the Lead Agency use private donated funds to meet a part of the matching requirement of the CCDF pursuant to §98.53(e)(2) and (f)?

☐ Yes, The name and type of entity designated to receive private donated funds is:
Name:
Address:
Contact:
Type:

☒ No.

1.9 Use of State Pre-Kindergarten (Pre-K) Expenditures for CCDF-Eligible Children

1.9.1 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF maintenance of effort (MOE) requirement?

☐ Yes, and:

() The State assures that its level of effort in full day/full year child care services has not been reduced, pursuant to §98.53(h)(1).

(%) Estimated % of the MOE requirement that will be met with pre-K expenditures.

If the State uses Pre-K expenditures to meet more than 10% of the MOE requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

☒ No.

1.9.2 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF Matching Fund requirement? (§98.53(h))

☐ Yes, and

(%) Estimated % of the Matching Fund requirement that will be met with pre-K expenditures.

If the State uses Pre-K expenditures to meet more than 10% of the Matching Fund requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

☒ No.

1.9.3 If the State answered yes to 1.9.1 or 1.9.2, the following describes State efforts to ensure that pre-K programs meet the needs of working parents: (§98.53(h)(2))

1.10 Improper Payments

1.10.1 How does the Lead Agency define improper payments?

DEFINITION

Improper payments for the child care program are defined as any payments made in error to a child care provider on behalf of families receiving child care assistance. Improper payments are identified as the result of intentional program violations (fraud) or inadvertent errors made by child care providers, families utilizing child care subsidy, and/or the agency responsible for determining eligibility.

CHILD CARE PROVIDER OVERPAYMENTS

- Actions resulting in the issuance of an overpayment to providers:
 - Provider bills for services in a service month in which a child is not in attendance;
 - Provider bills for higher level of care than a child authorized for;
 - Provider bills extra days in lieu of parent's payment to the provider;
 - Provider claims absences in lieu of holidays;
 - Provider uses all holidays for the year, and then submits absences to cover additional holidays/vacation days;

- Provider bills for erroneous care and splits the payment with a second party;
- Provider registers using false information;
- Provider uses erroneous tax id;
- Provider sub contracts subsidy care services;
- Provider is registered, but does not provide care;
- Provider does not comply with their registration agreement/contract with the state;
- Provider does not keep attendance records on children they submit for payment.

ELIGIBLE HOUSEHOLD OVERPAYMENTS

The following situations result in eligible household overpayments:

- Changes in household circumstances that affect eligibility are not reported timely;
- Verification is falsified;
- Complicity with provider to receive overpayment.

AGENCY BASED OVERPAYMENTS

Agency based overpayments are defined as:

- Staff fails to act timely on reported changes from any source;
- Staff fails to act timely on information available to the agency;
- Staff authorizes a child for the incorrect number of units of care;
- Staff fails to verify eligibility requirements for eligible households;
- Staff fails to verify eligible provider requirements.

1.10.2 Has your State developed strategies to prevent, measure, identify, reduce and/or collect improper payments? (§98.60(i), §98.65, §98.67)

- ☒ Yes, and these strategies are:
- ☐ No. If no, are there plans underway to determine and implement such strategies?
- ☐ Yes.
- ☐ No.

DSS works closely with both the child care licensing agency and the Child and Adult Care Food Program to identify and investigate potentially fraudulent situations. DSS is exploring the possibility of contracting with PRG Schultz, a national auditing organization, to assist in auditing child care payments on an ongoing basis. Their function will be to identify and recover overpayments as well as identify potential fraud by examining indicators and trends.

Identification procedures: Processes are in place to:

- review the billing practices of facilities receiving payments of \$25,000 or more per month;
- conduct random billing reviews of any participating provider in the subsidy program; and;
- random license capacity checks of licensed facilities.

Collection of improper payments: Primary method of collection is by recoupment, which is handled by our integrated system to ensure proper collection and reporting of income at the end of the tax year. If the provider no longer receives reimbursement from the state, we accept direct payments from providers.

Fraud: The Department of Social Services, Division of Legal Services/Welfare Investigation Unit investigates referrals from staff to determine when CCDF funds were fraudulently received and processes these actions through the court system.

1.10.3 Has your State developed strategies to identify errors in the determination of client eligibility?

☒ Yes, and these strategies are:

Eligibility reviews are routinely conducted by front line supervisory staff to assure accuracy in eligibility determination. In addition, front line staff follow procedures to identify and respond to client errors through verification of eligibility factors, determining overpayments and collection activities in an established claims and restitution system.

☐ No. If no, are there plans underway to determine and implement such strategies?

☐ Yes.

☐ No.

PART 2 DEVELOPING THE CHILD CARE PROGRAM

2.1 Consultation and Coordination

2.1.1 Lead Agencies are required to *consult* with appropriate agencies and *coordinate* with other Federal, State, local, tribal (if applicable) and private agencies providing child care and early childhood development services (§98.12, §98.14(a),(b), §98.16(d)). Indicate the entities with which the Lead Agency has consulted or coordinated (as defined below), by checking the appropriate box(es) in the following table.

Consultation involves the participation of an appropriate agency in the development of the State Plan. At a minimum, Lead Agencies must consult with representatives of general purpose local governments (noted by the asterisk in the chart below).

Coordination involves the coordination of child care and early childhood development services, including efforts to coordinate across multiple entities, both public and private (for instance, in connection with a State Early Childhood Comprehensive System (SECCS) grant or infant-toddler initiative). At a minimum, Lead Agencies must coordinate with (1) other Federal, State, local, Tribal (if applicable), and/or private agencies responsible for providing child care and early childhood development services, (2) public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health), (3) employment services / workforce development, (4) public education, and (5) Temporary Assistance for Needy Families (TANF), and (5) any Indian Tribes in the State receiving CCDF funds (noted by the asterisks in the chart below).

| | Consultation | Coordination |
|--|--------------------------|--------------------------|
| • Representatives of local government | X * | |
| • Indian Tribes/Tribal Organizations, when such entities exist within the boundaries of the State | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other Federal, State, local, Tribal (if applicable), and private agencies providing child care and early childhood development services. | <input type="checkbox"/> | X * |
| • State/Tribal agency (agencies) responsible for | | |
| ○ Public health | <input type="checkbox"/> | X * |
| ○ Employment services / workforce development | <input type="checkbox"/> | X * |
| ○ Public education | <input type="checkbox"/> | X * |
| ○ TANF | <input type="checkbox"/> | X * |
| ○ State pre-kindergarten programs | <input type="checkbox"/> | X |
| ○ Head Start programs | <input type="checkbox"/> | X |

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| | Consultation | Coordination |
|---|--------------------------|--------------|
| ○ Programs that promote inclusion for children with special needs | <input type="checkbox"/> | X |
| ● Other (See guidance): | <input type="checkbox"/> | X |

** Required.*

For each box checked above, (a) identify the agency providing the service and (b) describe the consultation and coordination efforts, if any. Descriptions must be provided for any consultation or coordination required by statute or regulation.

PROGRAM CONSULTATION:

Program consultation is accomplished through several existing venues in the state. There are standing committees that address child care issues, either exclusively or as part of a larger mission for Missouri's children. As part of program development and improvement, Department of Social Services seeks guidance from these groups in their existing context as well as engaging specific member representation when specific issues are to be addressed. Key groups include:

1. The Children's Service Commission;
2. The Early Childhood Interagency Team;
3. The Head Start State Collaboration Board;
4. Child Care Program Work Group;
5. The State Head Start Association Council;
6. The State Opportunities for Professional Education Network (OPEN);
7. The Missouri Accreditation Board;
8. The Metropolitan Council on Early Learning/Bi-State QRS Steering Committee;
9. The Department of Social Services Child Care Advisory Committee (member roster is attached in Attachment 2.1.1);
10. The Early Childhood Comprehensive Systems Steering Committee;
11. The Infant/Toddler Advisory Group;
12. The Children's Comprehensive Mental Health System Advisory Board;
13. Various other ad hoc groups as needed.

Over the past two years, the specific issues members of these groups have addressed include the development and piloting of a quality rating system; the administration of the child care eligibility program; and the establishment of the Early Childhood Coordinating Board.

The Children's Services Commission was instrumental in the creation of an Early Childhood Coordinating Board. Passed into legislation during the 2004 legislative session, The Early Childhood Coordinating Board's function is to serve as gatekeeper for all early childhood activities in Missouri and to provide coordination between the respective Departments who have administrative responsibilities for the care and education of Missouri's youngest children from

birth to age eight. The Board is presently under the consideration of the Governor for the appointment of board members.

The Early Childhood Interagency Team (ECIT) and the Head Start State Collaboration Board both provide guidance in the coordination of early childhood activities in the state. The ECIT has representation from each department with early childhood responsibilities; Departments of Social Services, Mental Health, Health and Senior Services, and Elementary and Secondary Education, Higher Education and Head Start. The purpose of the group is to share information and provide consultation in the ongoing policies and procedures as they relate to young children. Members of ECIT and the Head Start State Collaboration Board, in coordination with the Metropolitan Council on Early Learning and OPEN (Opportunities in a Professional Education Network) have been involved with the development and piloting of a quality rating system in Missouri that will establish levels of program competencies and assign a respective rating to participating child care programs. The intent is to provide a system of quality that is easy to identify and will assist parent's in making informed child care decisions.

The Child Care Program Work Group was convened in April and May 2005 for the purpose of discussing child care eligibility processes currently conducted by the Family Support Division of the Department of Social Services. The purpose of the group is to examine functions of the program and provide input and recommendations to improve and streamline processes. The group consists of representation from the Family Support Division's field staff and staff from the Early Childhood and Prevention Services section of the Children's Division.

The Child Care Advisory Committee (CCAC) is a larger group that encompasses representation of other early childhood committees in the state. The purpose of the CCAC is to inform the lead agency on critical issues relating to the administration of the child care assistance program. Historically, this group has been convened as smaller work groups that addressed specific issues; however, the group will be convened on June 28, 2005 to review changes to the state plan; specifically in relation to improper payments and child care eligibility for families. The information garnered will be used to modify the state plan, as appropriate, by amendment.

PROGRAM COORDINATION:

Public Health:

The Department of Health and Senior Service and Department of Mental Health coordinate with DSS in identifying statewide indicators for school readiness and on many other joint ventures. The expected results are an agreed upon set of indicators for school readiness that include physical, social and

emotional well-being as well as a collaborative plan for improving the outcomes for Missouri children as measured by the identified indicators.

DSS is also a key stakeholder in the Maternal and Child Family Health, Early Childhood Comprehensive Systems Steering Committee.

Employment Services:

DSS coordinates with the Family Support Division and the Department of Economic Development in the development of policies and procedures that support families who transition from public assistance to employment-related activities. The expected result is a working environment between the agencies that will foster continued support for working families in Missouri.

Public Education:

DSS continues coordination with Department of Elementary and Secondary Education (DESE) to support the creation of a strong early childhood system. The expected result is a seamless system of early learning from birth to school entry as well as establishing school readiness indicators that align with DESE's K-12 standards.

TANF:

Both CCDF and TANF reside in the same department. CCDF coordinates with TANF through policy decisions that affect families accessing child care and TANF. The expected result is for families to become strong and self-sufficient and to have access to quality child care that supports the family's need to work as well as the child's development.

State Pre-K Programs:

DSS and DESE jointly administer the portion of gaming funds set aside in the Early Childhood Development Education and Care Fund with DSS focusing on the birth to three population and DESE focusing on the three to five population. DSS continues coordination with Department of Elementary and Secondary Education through the Missouri Pre-School Project. The expected result is to have a seamless system of early learning from birth to school entry.

Head Start Programs:

DSS coordinates with Head Start programs in Missouri through the Missouri Head Start Collaboration Office, as well as the state-funded Early Head Start/Child Care Partnership program. The expected result is maximizing resources to support the health, well being, and early education of low-income children and their families.

Programs that promote inclusion for children with disabilities

The Departments of Mental Health, Health and Senior Services, and Elementary and Secondary Education and Social Services coordinate in identifying statewide indicators and supports for childhood well-being and early intervention for children with disabilities through the First Steps program. Inclusion coordinators are on staff at the eight Resource and Referral agencies to connect and provide services to families and child care providers caring for children with special needs. The expected results are a better understanding of

issues around access and inclusion for children with special needs and increasing the capacity of child care programs to offer inclusive services.

Child Welfare:

Over the past year, the Office of Early Childhood was moved into the Children's Division and became the Early Childhood and Prevention Services Section. With this transition came an opportunity to embed the philosophies of high quality early care and education into the practices of child well being and the prevention of child abuse/neglect. The Early Childhood and Prevention Services Section coordinates program activities with child welfare that address;

- appropriate child care for protective services children,
- back ground screening requirements for child care providers as well as foster care providers,
- payment processes for child care providers of protective services children, and most critically,
- child abuse/neglect prevention services.

Missouri is one of seven states selected as a recipient of the Strengthening Families Initiative technical assistance grant through the Center for the Study of Social Policy and funded by the Doris Duke Charitable Foundation. The Strengthening Families Initiative is an approach for preventing and reducing child abuse and neglect using evidence based early childhood strategies. Through this initiative, a bridge will be created linking early childhood and child welfare practices that is expected to positively impact the reduction of child abuse and neglect incidents in the state. Information about this initiative may be found at www.cssp.org.

- 2.1.2 State Plan for Early Childhood Program Coordination. *Good Start, Grow Smart* encourages States to develop a plan for coordination across early childhood programs. Indicate which of the following best describes the current status of the State's efforts in this area.

- ☐ **Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated, and how the plan is expected to support early language, literacy, pre-reading and early math concepts.
- ☐ **Developing.** A plan is being drafted. The draft is included as Attachment _____
- ☐ **Developed.** A plan has been written but has not yet been implemented. The plan is included as Attachment _____
- ☐ **Implementing.** A plan has been written and is now in the process of being implemented. The plan is included as Attachment _____
- ☒ **Other (describe):**

See Attachment 2.1.2 for current status of Missouri's implementation of our Pre-K standards.

Describe the progress made by the State planning for coordination across early childhood programs since the date of submission of the 2004-2005 State Plan.

Please refer to section 2.1.1

Legislation passed in 2004 created an Early Childhood Coordinating Board, currently awaiting the Governor's appointment.

Indicate whether there is an entity that is responsible for ensuring that such coordination occurs. Indicate the four or more early childhood programs and/or funding streams that are coordinated and describe the nature of the coordination.

Please refer to section 2.1.1

See above. Until the Early Childhood Coordinating Board is appointed, the various groups described in 2.1.1, including the ECIT team, ECCS Steering Committee, and Head Start State Collaboration Board continue the process of coordination.

Describe the **results** or expected results of this coordination. Discuss how these results relate to the development and implementation of the State's early learning guidelines, plans for professional development, and outcomes for children.

Please refer to section 2.1.1 and Attachment 2.1.2.

One other result of coordination during the 2003/2004 period has been Missouri's involvement with the School Readiness Indicator Initiative. Missouri is one of 17 states that participating in the project which is sponsored by the Kauffman, Packard and Ford Foundations. The result of the initiative was to establish a statewide set of measurements for school readiness that each of the state departments and Head Start agreed upon. Information from this initiative may be found at www.gettingready.org.

Each agency on the ECIT team agreed to be responsible for providing the Missouri Pre-K Standards, the teacher handbooks, and the parent handbooks to their respective training entities to distribute any provider they com in contact with.

The overall anticipated results are an increase in school readiness and a reduction in child abuse and neglect.

Describe how the State's plan supports or will support continued coordination among the programs. Are changes anticipated in the plan?

Please refer to section 2.1.1

When the Early Childhood Coordinating Board is appointed, there may be recommendations to improve and enhance our current system. As those recommendations come forth, they will be incorporated to the state plan for professional development and coordination as appropriate.

2.2 Public Hearing Process

Describe the Statewide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. (658D(b)(1)(C), §98.14(c)) At a minimum, the description must provide:

Date(s) of statewide notice of public hearing: May 3, 2005

Manner of notifying the public about the statewide hearing: Notice was sent with all child care invoices mailed in April 2005. Publication was distributed via Departmental news release on May 3, 2005. Notice of public hearings were included in Resource and Referral newsletters in April and May 2005. Notice of public hearings was posted on the DSS internet home page on May 3, 2005.

See Attachment 2.2

Date(s) of public hearing(s):
May 17, May 23, May 24, May 25, May 26, June 1, and June 2, 2005

Hearing site(s):
Columbia, Springfield, West Plains, Cape Girardeau, St. Louis, Kansas City, and St. Joseph, Missouri

How the content of the plan was made available to the public in advance of the public hearing(s):

A detailed overview of the plan's content was available to the public prior to the public hearings through the DSS Children's Division.

A summary of the public comments is being compiled and will be available on the DSS internet home page at:
www.dss.mo.gov

In addition, a draft of the state plan is available on the DSS internet home page for ongoing public comment.

2.3 Public-Private Partnerships

Describe (1) the activities, including planned activities, to encourage public-private partnerships that promote private-sector involvement in meeting child care needs, and (2) the results or expected results of these activities. (658D(b)(1), §98.16(d))

The Department of Social Services is involved in several projects to develop and strengthen public-private partnerships around early childhood issues, including meeting child care needs, improving early learning experiences, and strengthening family relationships.

- The Children's Service Commission has a subcommittee that focuses on the advancement of an early childhood system in the state. The expected results of this subcommittee is to increase awareness and leverage public and private support for early childhood efforts. The Commission has a statutory charge to create a statewide system of care for children.
- The state continues to partner with TEACH to offer educational opportunities to child care professionals. TEACH is offered in limited areas in the state with at least one location operating the program as a public-private partnership through matched funding by local private businesses.
- There are twenty-one Caring Community Partnerships throughout the state whose purpose is to improve outcomes for children and families. These entities create collaborations locally and partner with the state to maximize resources and achieve specified results. The partnerships are publicly funded through the Department of Social Services and have a strong focus on early childhood activities. One expected result is to have community ownership and involvement in early childhood issues.
- The Missouri Resource and Referral Network promotes business involvement by providing technical assistance to the business community on developing and/or supporting child care programs for employees. The intent is to encourage business involvement to assist in increasing the capacity for child care that supports families working.
- The Missouri Resource and Referral Network developed a plan for a Business Development Center and a revolving loan fund that will provide technical assistance to child care providers on the aspects of becoming successful and sustainable businesses. The plan has been developed through the collaboration of various state and business partners under the guidance of the Development Corporation for Children based in Minneapolis, Minnesota. The expected result of this initiative is to increase the number of sustainable child care businesses in Missouri, create more business training opportunities for child care practitioners, create a concrete venue for businesses to invest in child care, and increase the availability of child care choices for parents.

PART 3

CHILD CARE SERVICES OFFERED

3.1 Description of Child Care Services

3.1.1 Certificate Payment System

Describe the overall child care certificate process, including, at a minimum:

- (1) a description of the form of the certificate (98.16(k));
- (2) a description of how the certificate program permits parents to choose from a variety of child care settings by explaining how a parent moves from receipt of the certificate to choice of the provider; (658E(c)(2)(A)(iii), 658P(2), 98.2, 98.30(c)(4) & (e)(1) & (2)) and
- (3) if the Lead Agency is also providing child care services through grants and contracts, estimate the mix of \$98.50 services available through certificates versus grants/contracts, and explain how it ensures that parents offered child care services are given the option of receiving a child care certificate. (98.30(a) & (b)) This may be expressed in terms of dollars, number of slots, or percentages of services.

At the time eligibility for services is approved, the eligible family receives a pre-printed voucher/authorization letter listing the parent and child names, and the authorization dates.

Attachment 3.1.1(1) is an example of a system generated approval letter to an eligible parent that state:

- The child care assistance eligibility begin and end dates;
- names of children eligible for child care subsidy;
- sliding fee rate per child;
- administrative hearing rights;
- local legal services agency name, address, and telephone number; and,
- the agency caseworker's name and telephone number.

If the parent has selected a child care provider prior to the eligibility determination and indicated the name of the provider on their application for subsidy, the parent's system generated notice contains:

parent and child names;
child eligibility begin and end dates;
name of selected provider;
sliding fee rates;
special needs indicator;
level of care for the child;
family income considered in the eligibility determination;
administrative hearing rights;
reporting requirements; and,

agency caseworker's name and telephone number.
See Attachment 3.1.1(2)

In addition to the system generated notification of eligibility to the family, a notice of eligibility is also mailed to the selected provider. This notice contains the child's name, eligibility begin and end dates, level of care for child, sliding fee per child, and, subsidy agency caseworker/telephone number.

The parent may take their authorization letter to their provider of choice along with the Provider Registration documents. If the selected provider is not currently licensed or registered, the parent presents the Provider Registration documents to the provider for completion. These must be returned to the lead agency prior to payment to a provider on behalf of an eligible family.

The Provider Registration documents are:

- Provider Registration Form, Attachment 3.1.1(3);
- Information about Registration, Health and Safety Certification, Background Screening, and Invoicing, Attachment 3.1.1(4);
- Health and Safety Certification Form, Attachment 3.1.1(5);
- Child Care Provider Agreement Form, Attachment 3.1.1(6);
- Child Care Voucher Participant Agreement Information Form, Attachment 3.1.1(7); and,
- Background Screening Form, Attachment 3.1.1(8).

3.1.2 In addition to offering certificates, does the Lead Agency also have grants or contracts for child care slots?

☐ Yes, and the following describes the types of child care services, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts: (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b))

☒ No

3.1.3 The Lead Agency must allow for in-home care but may limit its use. Does the Lead Agency limit the use of in-home care in any way?

☐ Yes, and the limits and the reasons for those limits are: (§§98.16(g)(2), 98.30(e)(1)(iv))

☒ No

3.1.4 Are all of the child care services described in 3.1.1 above (including certificates) offered throughout the State? (658E(a), §98.16(g)(3))

☒
☐

Yes

No, and the following are the localities (political subdivisions) and the services that are not offered:

3.2 Payment Rates for the Provision of Child Care

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish payment rates for child care services that ensure eligible children equal access to comparable care.

These rates are provided as Attachment 3.2(1)

The attached payment rates are effective July 1, 2005.

The following is a summary of the facts relied on by the State to determine that the attached rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. Include, at a minimum:

- The month and year when the local market rate survey(s) was completed: March 2005 . (§98.43(b)(2))
- A copy of the Market Rate Survey instrument and a summary of the results of the survey are provided as: instrument is Attachment 3.2(2) and summary may be found at:
<http://www.dss.mo.gov/cd/childcare.htm>
- How the payment rates are adequate to ensure equal access based on the results of the above noted local market rate survey (i.e., the relationship between the attached payment rates and the market rates observed in the survey): (§98.43(b))

Missouri child care reimbursement rates are based on the market rate survey conducted in 1990 and, in part, on the Market Rate Survey conducted in 1996. In order to be responsive to the child care market, rates are set based on the age of the child, hours of care, facility type, and geographical area of the state. Across the board rate increases have been prohibited by a lack of resource. Without increased revenue, rate increases would significantly decrease the number of families that could access childcare subsidy, and in the absence of waiting lists, the current rates appear to be allowing access to care for the greatest number of eligible families possible. Access to care is supported by rate incentives offered to providers meeting certain requirements.

- Additional facts that the Lead Agency relies on to determine that its payment rates ensure equal access include: (§98.43(d))

DSS implemented several enhancements to the state's base rate of subsidy reimbursement.

A rate increase for infant and toddler care was implemented in October 1998 that reflects reimbursement up to the 50% percentile of the 1996 Market Rate Survey.

The rate structure for infant care establishes a differential reimbursement for group homes, as reflected in the 1996 Market Rate Survey, as well as redefining the geographical areas for infant care from seven to three areas in the state. (3.2 Attachment 3.2(1))

A 15% increase in base reimbursement was implemented in October of 1998 to providers who serve families during non-traditional hours. The intent of this rate differential was to enhance access to care for families who have non-traditional work hours.

Effective September 1999, additional enhancements to the provider's base reimbursement were inaugurated:

- Licensed providers with an enrollment consistently showing 50% subsidy eligible children receive a rate enhancement. The enhancement is 30% above the providers' base rate or the state's maximum reimbursement, whichever is lowest.
- Providers accredited by a recognized accrediting organization receive an increase of 20% above the providers' base rate or the state maximum reimbursement rate, whichever is lowest.
- Providers caring for special needs children as documented by a professional in the medical, mental health, academic, or social service field receive 25% above the providers' base rate or the state maximum reimbursement rate, whichever is lowest.

Access to child care for subsidy eligible families has increased due to the implementation of these rate enhancements

- If the payment rates do not reflect individual rates for the full range of providers - center-based, group home, family and in-home care -- explain how the choice of the full range of providers is made available to parents.
- At what percentile of the current Market Rate Survey is the State rate ceiling set? If it varies across categories of care, please describe.

Based on licensed providers reporting, the current rate percentile ceiling is the 25th percentile for licensed child care center base rates. The ceiling for licensed

family homes is the 33rd percentile. The licensed group home ceiling is currently at the 16th percentile, but because of the very limited number of group homes in the state, establishing a percentile for group homes is probably not representative.

However, these percentiles reflect our base rates only. In 1999, Missouri instituted rate enhancements for providers meeting certain criteria.

- Licensed providers caring for 50% or more state subsidized children receive a 30% disproportionate share enhancement added to their base rate. So for example, while the licensed child care center base rate ceiling stands at the 25th percentile at \$25.75 per day, with this 30% enhancement the rate would increase to \$33.48. The 75th percentile equates to \$38.00.
- Providers who become accredited receive a 20% enhancement to their base rate.
- Providers who provide evening and weekend care receive a 15% enhancement to their base rate.
- Special needs children's base rates are enhanced by 25%.

Rate enhancements are cumulative, so in effect, if eligible for the 30% disproportionate share enhancement and the 20% accreditation enhancement, a provider would receive a 50% enhancement to their base rate.

In addition, approximately 40% of Missouri subsidized children are cared for in license exempt registered care meaning that they are cared for by providers caring for 4 or less unrelated children. These providers are paid at the same rate as family home providers. Those rates are collected in our provider registration system. As we have no way of knowing what 4 or less providers other than those that are state paid charge, we have no way of factoring this into a percentile. So in essence families have access to any 4 or less provider willing to accept the state rate.

- Does the State have a tiered reimbursement system (higher rates for child care centers and family child care homes that achieve one or more levels of quality beyond basic licensing requirements)?

☒ Yes. If yes, describe:

Providers accredited by a recognized accrediting organization receive an increase of 20% above the providers' base rate or the state maximum reimbursement rate, whichever is lowest.

☐ No

3.3 Eligibility Criteria for Child Care

- 3.3.1 Complete column (a) and (b) in the matrix below. Complete Column (c) ONLY IF the Lead Agency is using income eligibility limits lower than 85% of the SMI.

| Family Size | (a) 100% of State Median Income (SMI) (\$/month) | (b) 85% of State Median Income (SMI) (\$/month) [Multiply (a) by 0.85] | IF APPLICABLE | |
|-------------|---|--|---|---|
| | | | (c) Income Level, lower than 85% SMI, if used to limit eligibility | |
| | | | (d) \$/month | (e) % of SMI [Divide (d) by (a), multiply by 100] |
| 1 | \$2799 | \$2379 | \$939 | 34% |
| 2 | \$3634 | \$3089 | \$1228 | 34% |
| 3 | \$4489 | \$3816 | \$1518 | 34% |
| 4 | \$5344 | \$4542 | \$1807 | 34% |
| 5 | \$5964 | \$5069 | \$2095 | 35% |

If the Lead Agency does not use the SMI from the most current year, indicate the year used:

Income eligibility is based on 55% of the SMI in 1990.

If applicable, the date on which the eligibility limits detailed in column (b) became or will become effective: July 1, 2005

- 3.3.2 How does the Lead Agency define “income” for the purposes of eligibility? Is any income deducted or excluded from total family income, for instance, work or medical expenses; child support paid to, or received from, other households; Supplemental Security Income (SSI) payments? Is the income of all family members included, or is the income of certain family members living in the household excluded? Please describe and/or include information as Attachment 3.3.2. (§§98.16(g)(5), 98.20(b))
- 3.3.3 Has the Lead Agency established additional eligibility conditions or priority rules, for example, income limits that vary in different parts of the State, special eligibility for families receiving TANF, or eligibility that differs for families that include a child with special needs? (658E(c)(3)(B), §98.16(g)(5), §98.20(b))

☐ Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

☒ No

3.3.4 Has the Lead Agency elected to waive, on a case-by-case basis, the fee and income eligibility requirements for cases in which children receive, or need to receive, protective services, as defined in Appendix 2? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

☒ Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

☐ No

☐ Not applicable. CCDF-funded child care is not provided in cases in which children receive, or need to receive, protective services.

3.3.5 Does the Lead Agency allow CCDF-funded child care for children above age 13 but below age 19 who are physically and/or mentally incapable of self-care? (Physical and mental incapacity must then be defined in Appendix 2.) (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

☒ Yes, and the upper age is 19.

☐ No

3.3.6 Does the Lead Agency allow CCDF-funded child care for children above age 13 but below age 19 who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

☒ Yes, and the upper age is 19.

☐ No

3.3.7 Does the State choose to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities? (§§98.20(a)(3)(ii), 98.16(f)(7))

☒ Yes. (**NOTE:** This means that for CCDF purposes the State considers these children to be in protective services.)

☐ No

3.3.8 Does the State choose to provide child care to children in protective services? (§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

☒ Yes

☐ No

3.4 Priorities for Serving Children and Families

- 3.4.1 Describe how the State prioritizes service for the following CCDF-eligible children: (a) children with special needs, (b) children in families with very low incomes, and (c) other. Terms must be defined in Appendix 2. (658E(c)(3)(B))

Children with special needs continue to rank high among our priorities. Payment is allowed for special needs children at their functional age instead of their chronological age. Providers who care for a special needs child may have their base rate of reimbursement enhanced by 25%. Example: A provider caring for a seven year old who functions at age one is paid at the higher infant rate and that rate would be enhanced by 25% above the base infant rate.

Families with very low income are required to pay a sliding fee of \$1.00 per year as their portion of the child care cost. Families with income slightly higher will pay a sliding fee based on their income and household size.

Teen parents, ages 13-19 continue to be given priority if child care is necessary for them to remain in school.

- 3.4.2 Describe how CCDF funds will be used to meet the needs of: (a) families receiving Temporary Assistance for Needy Families (TANF), (b) those attempting to transition off TANF through work activities, and (c) those at risk of becoming dependent on TANF. (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4))

Missouri's child care program is based on income and need for care. All families whose income falls within the income guidelines will be served. TANF households may access services while participating in any approved work activity including education.

- 3.4.3 Does the Lead Agency maintain a waiting list?
- ☐ Yes. If yes, for what populations? Is the waiting list maintained at the State level? Are certain populations given priority for services, and if so, which populations? What methods are employed to keep the list current?
- ☒ No. If no, does the Lead Agency serve all eligible families that apply?
- ☒ Yes
- ☐ No

Are there other ways that the Lead Agency addresses situations in which funding is not sufficient to serve all families that are technically eligible under State policies? If so, describe.

3.5 Sliding Fee Scale for Child Care Services

- 3.5.1 A sliding fee scale, which is used to determine each family's contribution to the cost of child care, must vary based on income and the size of the family. A copy of this sliding fee scale for child care services and an explanation of how it works is provided as Attachment 3.5.1.

The attached fee scale was or will be effective as of July 1, 2005.

Will the Lead Agency use additional factors to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))

☒ Yes, and the following describes any additional factors that will be used:

The sliding fee is also based on the daily number of hours in care per child.
Please refer to 3.5.1.

☐ No

- 3.5.2 Is the sliding fee scale provided in the attachment in response to question 3.5.1 used in all parts of the State? (658E(c)(3)(B))

☒ Yes

☐ No, and other scale(s) and their effective date(s) are provided as Attachment ____.

- 3.5.3 The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size, (§98.42(c)), and the poverty level used by the Lead Agency for a family of 3 is: \$18,216.00 (113% FPL)

The Lead Agency must elect ONE of these options:

- ☐ ALL families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.
- ☐ ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.
- ☒ SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. The following describes these families:

Protective services children, families where a parent is incapacitated, and special needs children do not pay sliding fees.

- 3.5.4 Does the Lead Agency have a policy that prohibits a child care provider from

charging families any unsubsidized portion of the provider's normal fees (in addition to the contributions discussed in 3.5.1)? (§98.43(b)(3))

☒ Yes. Please describe:

Providers may not charge an additional amount for care of children in Protective Services, Alternative Care, or Adoptive Placements through the Children's Division.

☐ No.

3.5.5 The following is an explanation of how the copayments required by the Lead Agency's sliding fee scale(s) are affordable: (§98.43(b)(3))

Available child care is affordable when the cost of care does not exceed ten percent of a family's gross income, less medical insurance premiums. This ten percent includes any sliding fee a family is required to pay. This ten percent does not include federal, state, or local child care subsidy.

The sliding fee rates for Missouri families meet this definition. A sliding fee chart is attached (3.5.1-Attachment A). The family's sliding fee is located on the chart based on the number of persons in the child care household, the family's countable income, and the level of care for each child.

A family consisting of a parent and two children, where the family income is \$892.00 per month, pays approximately 3.6% of their monthly income for child care when both children are in care on a full-time basis.

PART 4

PROCESSES WITH PARENTS

4.1 Application Process / Parental Choice

4.1.1 The following describes the process for a family to apply for and receive child care services (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a) through (e)). If the process varies for families based on eligibility category, for instance, TANF versus non-TANF, please describe. The description should include:

- How parents are informed of the availability of child care services and about child care options
- Where/how applications are made
- Who makes the eligibility determination
- How parents who receive TANF benefits are informed about the exception to individual penalties as described in 4.4
- Length of eligibility period including variations that relate to the services provided, e.g., through collaborations with Head Start or pre-kindergarten programs
- Any steps the State has taken to reduce barriers to initial and continuing eligibility for child care subsidies

Parents are informed of the availability of child care services and of available child care options via various state resources:

- Missouri Child Care Resource and Referral Agencies;
- Missouri Family Support Division;
- Missouri Department of Health, Bureau of Child Care, Child Care Licensing;
- Local Community Action Agencies;
- Statewide consumer education campaign, and;
- Other human resource agencies throughout the state.

The Missouri Child Care Resource and Referral Network, composed of seven agencies, provides statewide coverage by maintaining a child care referral computer data base that uses a nationally recognized resource and referral software program. In addition, the Missouri Child Care Resource and Referral Network maintains a statewide toll-free telephone system that electronically links callers to the appropriate local resource and referral agency. A consumer information packet is provided for families who call for child care information. This packet contains information that assists families in choosing a high quality child care facility including: a minimum of three referrals per family in order to maximize parental choice; information regarding child care licensure standards and accreditation; information regarding local health, social services, and educational services available to assist families and children; information on indicators of quality child care; local child care costs; child care options available regarding

types of facilities, including center, group and family home providers, accredited facilities, and faith based facilities. Referral packets also include information on child care assistance programs; and information regarding inclusion of children with special needs. The informational packet is mailed to the caller within two working days of the contact.

Applications for child care assistance can be made through the Family Support Division either in person or through the mail upon the request of the applicant.

Eligibility is determined by the Family Support Division for child care services. The period of eligibility is twelve months following approval for services. The eligibility could change if there is a change in the customer's income during the eligibility period.

Parents who receive TANF benefits are informed about exceptions to individual penalties through the Child Protection Clause as described in section 4.4 of this plan. The application itself is a simple one page form.

- 4.1.2 The following is a detailed description of how the State ensures that parents are informed about their ability to choose from among family and group home care, center-based care and in-home care including faith-based providers in each of these categories.

See section 4.1.1

4.2 Records of Parental Complaints

The following is a detailed description of how the State maintains a record of substantiated parental complaints and how it makes the information regarding such parental complaints available to the public on request. (658E(c)(2)(C), §98.32))

The Department of Social Services allows for parental complaints to be recorded in the "comments section" of the registered child care provider system. This information is available to applicants upon request.

The Department of Health and Senior Service's Bureau of Child Care has regulatory staff, Child Care Facility Specialists, located in District Health Offices throughout the state. These staff members investigate all reports of alleged rule violations. This complaint investigation is mandated by Missouri Revised Statutes, Chapter 210.203, which states, "***Complaints against child care facilities, open records to be kept by department.—The department of health shall maintain a record of substantiated, signed parental complaints against child care facilities licensed pursuant to this chapter, and shall make such complaints and findings available to the public upon request.***" Substantiated complaints are maintained in each licensed and license-exempt child care facility record. These files are available for public review by appointment at any of the District Health Offices where Bureau of Child Care staff

members are located. Information notifying parents and the public that the files are open for review is included on Bureau of Child Care brochures and the educational information provided by the Resource and Referral agencies. Detailed information regarding the complaint process is contained on the Department of Health's web site: [Http://health.state.mo.us/AbouttheDepartment/BofCC](http://health.state.mo.us/AbouttheDepartment/BofCC).

4.3 Unlimited Access to Children in Child Care Settings

The following is a detailed description of the procedures in effect in the State for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds. (658E(c)(2)(B), §98.31))

Registered child care providers for the Department of Social Services sign a self-certification statement that states the provider allows parents access to their children. This is also renewed annually at re-registration.

As mandated in Missouri Statutes for licensed child care providers “ ***210.215. Access to child and care providers during normal hours – exception court orders restricting access.—Any parent or guardian of a child shall have access to the child care facility in which his child is enrolled and which is licensed pursuant to the provisions of sections 210.201 to 210.245 and shall have access to the providers of care in such facilities during normal hours of operation or when a child of such parent or guardian is in the care of such facility or provider, unless such parent or guardian is subject to a court order restricting access to the child.***” As authorized in this statute, licensing rules for family child care homes, group child care homes, and child care centers require that parents shall have access to the facility at any time during child care hours. Licensed providers are required to establish written policies pertaining to admission, care and discharge of the children and provide to the parent(s) at the time of enrollment. The information given to parents by the Resource and Referral agencies contains information regarding parental access.

4.4 Criteria or Definitions Applied by TANF Agency to Determine Inability to Obtain Child Care

The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

NOTE: The TANF agency, not the Child Care Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. The TANF agency that established these criteria or definitions is: Missouri Department of Social Services, Family Support Division.

- "appropriate child care":

Appropriate child care in formal and informal settings includes:

- Child care that is consistently available;
- Child care that is available during the participant's hours of employment, education, training, and/or work activity;
- Child care that addresses the specialized needs of the child. For example, a child with a disability.
- Child care that is developmentally and age appropriate. This determination will be based on the information provided by the parent when demonstrating that the care available to them does not meet the developmental and/or age appropriate skills of their child;
- Child care by a full time, year round, primary provider who is at least eighteen (18) years of age.
- Child care by a provider who has undergone a Child Abuse and Neglect background screening and a Tuberculosis test;
- Child care is provided in a residence which has running water, electricity, a safe source of heat, meets any local housing code standards, and a working telephone is accessible to the provider either in the provider's residence or within reasonable proximity of the residence.

- "reasonable distance":

Reasonable Distance

A determination of whether child care is within a reasonable distance should include, but not be limited to, the following factors:

1) When the participant has no independent transportation, they can be expected to use public transportation if:

- It is available at the appropriate time for the participant's schedule of work or work participation activity;
- It is not cost prohibitive for the participant; and,
- The time involved in getting to public transportation, child care, and then to work is reasonable in relation to the participant's actual hours of work or work participation activity.

2) If the participant has an independent means of transportation, the transportation must include the following:

- The vehicle or other transportation is reliable;

- The recipient is able to afford the transportation costs, including the costs involved in maintaining and ensuring the reliability of the transportation.
- The commuting time from the individual's home to their child care provider and their work site (or work participation activity) is no more than an hour each way.

- "unsuitability of informal child care":

Unsuitability of informal child care:

Families are not required to accept care with providers who are not licensed or registered. There are certain circumstances that may exist that will deem a child care provider as "inappropriate" or "unsuitable" to a parent.

Examples of such care are as follows:

- Child care provided by religious-exempt facilities when the parent states it infringes upon the family's beliefs.
 - Child care provided by any caregiver when the parent states that their child is at risk of abuse or neglect.
- "affordable child care arrangements":

Affordable child care arrangements:

Available child care is affordable when the cost of care does not exceed ten percent (10%) of a family's gross income less medical insurance premiums. This ten percent (10%) includes any sliding fee a family is required to pay. This ten percent (10%) does not include federal, state, or local child care subsidy.

PART 5
ACTIVITIES & SERVICES TO IMPROVE THE QUALITY AND AVAILABILITY OF
CHILD CARE

5.1 Quality Earmarks and Set-Asides

- 5.1.1 The Child Care and Development Fund provides earmarks for infant and toddler care and school-age care and resource and referral services as well as the special earmark for quality activities. The following describes the activities; identifies the entities providing the activities; and describes the expected results of the activities. For the infant and toddler earmark, the State must note in its description of the activities what is the maximum age of a child who may be served with such earmarked funds.

Infants and toddlers:

In October 1998 the Department of Social Services chose to use the entire earmark for infant and toddler care to increase the reimbursement rates for providers caring for infant/toddlers age zero to 2. Increasing infant/toddler rates contributes to creating an environment that fosters higher quality of care by lowering staff to child ratios.

Other activities to increase the quality of care for infants and toddlers are provided through Memorandum of Agreement with the Bureau of Child Care, Missouri Department of Health and Senior Services. Child Care Basic Orientation Training (CCOT) for all new child care providers and caregivers. CCOT trains caregivers on developmental, physical, social and emotional stages of a child's development, health and safety, and identification of child abuse and neglect. CCOT is delivered by approved trainers throughout all areas of the state on a monthly basis. Infant Toddler CCOT is another module of this training that has been developed for practitioners caring for infants and toddlers

Resource and referral services:

The Missouri Department of Social Services (DSS), Children's Division (CD), Early Childhood and Prevention Services Section provides resource and referral services through a contract with the Missouri Child Care Resource and Referral Network (MOCCRRN) that consists of seven agencies providing statewide coverage. Missouri Child Care Resource and Referral activities include:

- Providing information and consumer education to all families seeking child care. Child Care Resource and Referral agencies assist families of all income levels as they select the best child care for their child, their work location and schedules, and their family's needs.

- Providing resources to child care providers in their service delivery areas, this includes start-up consultation; curriculum materials; onsite technical assistance; training and technical assistance on how to deal with children with special needs; and group training opportunities.
- Tracking supply and demand data to assist in assessing community need to community planners and local employers interested in supporting child care initiatives.
- Providing comprehensive coordination of training, educational, and professional development opportunities for child care providers. Training Coordinators are located in the seven local Resource and Referral agencies providing state wide coverage. The Child Care Resource and Referral Training Coordinators' duties include: coordinating regional meetings of all child care trainers/educators; developing and maintaining a regional child care training calendar that is available to all child care providers in some media form, such as paper copy or accessible on the internet; and identify educational supports such as grants, scholarships, and professional recognition programs for child care providers.
- Facilitating child care providers seeking accreditation through one of the recognized accreditation systems.
- MOCCRRN is also in the process of creating a business development center and a revolving loan fund, First Children's Finance – Missouri. See section 2.3 for more information.

The DSS, CD, Early Childhood and Prevention Services Section contracts in two regions of the state with the local Child Care Resource and Referral agencies for enhanced resource and referral services. These programs provide onsite staff at the local Family Support Division offices in St. Louis and Kansas City. The staff provides onsite counseling to TANF families requiring child care in order to transition into work activities. This staff also offers training to FSD staff regarding selection of quality child care for the most at risk children whose families are TANF recipients.

School-age child care:

Through Memorandum of Agreement with DSS, the Department of Elementary and Secondary Education provides funding for an After School Resource Center (ASRC) and grants to public school districts to enhance before and after school programs. The ASRC provides training and other resources to after school programs. The school age grants encourage programs to become accredited and promote quality activities around developmental benchmarks for children in care.

- 5.1.2 The law requires that not less than 4% of the CCDF be set aside for quality activities. (658E(c)(3)(B), 658G, §§98.13(a), 98.16(h), 98.51) The Lead Agency estimates that the following amount and percentage will be used for the quality activities (not including earmarked funds):

\$ 6,233,907 (5.7 %)

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5.1.3 Check either "Yes" or "No" for each activity listed to indicate the activities the Lead Agency will undertake to improve the availability and quality of child care (include activities funded through the 4% quality set-aside as well as the special earmark for quality activities). (658D(b)(1)(D), 658E(c)(3)(B), §§98.13(a), 98.16(h))

| | Yes | No |
|---|-------------------------------------|--------------------------|
| • Comprehensive consumer education | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Grants or loans to providers to assist in meeting State and local standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Monitoring compliance with licensing and regulatory requirements | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Professional development, including training, education, and technical assistance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Improving salaries and other compensation for child care providers | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Activities in support of early language, literacy, pre-reading, and early math concepts development | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Activities to promote inclusive child care | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Healthy Child Care America and other health activities including those designed to promote the social and emotional development of children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Other quality activities that increase parental choice, and improve the quality and availability of child care. (§98.51(a)(1) and (2)) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

5.1.4 Describe each activity that is checked "Yes" above, identify the entity(ies) providing the activity, and describe the expected results of the activity.

1. Comprehensive consumer education is provided by the Missouri Child Care Resource and Referral Network. Please refer to 5.1 for specific description of activities. The expected results include an improved understanding on the part of parents regarding the attributes of quality care, and better child care choices.

2. Enhancement grants are offered to public schools to support improved quality through MOA with the Department of Elementary and Secondary Education. These grants are for the express purpose of promoting quality activities that will improve outcomes for children.
3. Department of Health and Senior Services (DHSS) regulatory staff monitor and inspect licensed family child care homes, group child care homes, and child care centers for compliance with licensing rules, including sanitation regulations, three times per year. In addition, all complaint allegations are investigated, and an inspection for fire/safety is made annually. Child care facilities that are not required to be licensed, but are required to be inspected annually for fire/safety and health and sanitation, are those operated by religious organizations and nursery schools. The licensing rules for all facilities are in the process of being revised. All DHSS, Bureau of Child Care (BCC) regulatory staff members receive training in regulatory inspection and enforcement. The expected results include safer, healthier environments for children.
4. The Department of Social Services provides direct consultation and home visitation through a program of educational opportunities to expand the quality of child care. The Educare program provides resources, technical assistance, and training opportunities at a free or reduced cost to child care providers, with an emphasis on family home providers. The program operates in approximately 72 counties. The expected results are:
 - Child Care providers with a strengthened ability to offer developmentally appropriate early care and education activities and programs;
 - Increased school-linked, integrated services to serve young children; focusing on the special needs of children from low income families;
 - Increased parental involvement and participation with their child's developmental process;
5. The Child Care Resource and Referral Network holds the state license for TEACH. Through OPEN (Opportunities in a Professional Education Network) a Workforce Incentive (WIN) project is being piloted in St. Louis City and County, Boone County and six rural counties. WIN provides bonuses for educational attainment by child care staff. The goals are to improve the quality of child care through increasing the educational level and compensation for Missouri's workforce.

6. Department of Health and Senior Services, Bureau of Child Care provides uniform training and technical assistance through Child Care Basic Orientation Training (CCOT) sessions for new child care providers, including registered providers. Missouri's Pre K Standards developed by a collaboration of public and private agencies with Department of Elementary and Secondary Education as the lead agency are embedded into all areas of professional development for early care practitioners. The standards include the following domains:

- Early Literacy;
- Social and Emotional Development and Approaches to Learning;
- Mathematics;
- Science; and
- Physical Development; Health and Safety.

All conference planning is requiring identification as to which core competencies and early learning guidelines workshops will address. All training, supported by state agencies, also requires identification as to which core competencies and early learning guidelines are addressed. Please see Attachment 2.1.2 for more information.

7. The Missouri Child Care Resource and Referral Network supports child care services targeted to families of children with special needs by staffing Child Care Inclusion Coordinators in each of their seven agencies. The key activities of the Child Care Inclusion Coordinators are to increase the number of regulated child care facilities that are able to care for children with special needs; provide technical assistance to child care providers pertaining to the care of children with special needs; assist families in finding and/or maintaining child care for children with special needs; and develop training initiatives to prepare child care providers in addressing the needs of children with special needs and their families. Providers caring for special needs children as documented by a professional in the medical, mental health, academic, or social service field receive 25% above the providers' base rate or the state maximum reimbursement rate, whichever is lowest. Expected results are that special needs children will have continuity of care as providers will have the resources and be better prepared and supported to care for them.
8. DHSS, BCC, is the designated Healthy Child Care America grantee working with local health agencies to provide health and safety training and consultation. This grant also allows for nurse consultants who provide free on-site training and technical assistance to child care providers. Department of Elementary and Secondary Education, in consultation with DSS and DHSS/Bureau of Child Care along with many other agencies, have developed early learning standards that include physical development and health and safety and social/emotional development standards. Please refer to 5.2.1 for specific description of activities. The expected result is a greater

understanding among child care providers and parents of what constitutes school readiness.

9. DSS, DHSS, Head Start, OPEN (Opportunities in Professional Education Network), Local Health Agencies and other state agencies, including Department of Elementary and Secondary Education and Department of Mental Health partner on quality initiatives that will include the development of the advanced professional training modules for new child care providers, trainer registry, and professional recognition directory.

The Department of Health and Senior Services operates Missouri's Family Care Safety Registry as of January 2001 to protect children and their families by providing access to background information on registered child care providers to families seeking child care. This information is accessible by a toll-free access telephone number for parents and employers. The background screenings provide information on criminal records maintained by the Missouri State Highway Patrol, child abuse/neglect records maintained by the Department of Social Services, employee disqualification list maintained by the Division of Aging, child care facility licensing records maintained by the Department of Health and Senior Services, foster parent, residential care facility and child placing agency licensing records maintained by the Department of Social Services, and residential living facility and nursing home licensing records maintained by the Division of Aging.

The Early Learning Guidelines are in the process of being translated into Spanish and Bosnian. For more information see Attachment 2.1.2.

- 5.1.5 Is any entity identified in sections 5.1.1 or 5.1.4 a non-governmental entity?

☒ Yes, the following entities named in this part are non-governmental:
Name: The Missouri Child Care Resource and Referral Network and Caring Community Partnerships
Type: Non for profit agencies

☐ No.

5.2 Good Start, Grow Smart Planning and Development

This section of the Plan relates to the President's *Good Start, Grow Smart* initiative which is envisioned as a Federal-State partnership that creates linkages between CCDF, including funds set-aside for quality, and State public and private efforts to promote early learning. In this section, each Lead Agency is asked to assess its State's progress toward developing voluntary guidelines on language, literacy, pre-reading, and early math concepts and a plan for the education and training of child care providers. The third component of the President's *Good Start, Grow Smart* initiative, planning for coordination across at least four early childhood programs and funding streams, was addressed in Section 2.1.2.

5.2.1 **Status of Voluntary Guidelines for Early Learning.** Indicate which of the following best describes the current status of the State's efforts to develop research-based early learning guidelines (content standards) regarding language, literacy, pre-reading, and early math concepts for three to five year-olds.

- ☐ **Planning.** The State is planning for the development of early learning guidelines. Expected date of plan completion: _____
- ☐ **Developing.** The State is in the process of developing early learning guidelines. Expected date of completion: _____
- ☐ **Developed.** The State has approved the early learning guidelines, but has not yet developed or initiated an implementation plan. The early learning guidelines are included as Attachment _____
- ☒ **Implementing.** In addition to having developed early learning guidelines, the State has embarked on implementation efforts which may include dissemination, training or embedding guidelines in the professional development system. The guidelines are available at http://dese.mo.gov/divimprove/fedprog/earlychild/PreK_Standards.html
- ☐ **Revising.** A State has previously developed early learning guidelines and is now revising those guidelines. The guidelines are included as Attachment _____
- ☐ **Other (describe):**

Describe the progress made by the State in developing voluntary guidelines for early learning since the date of submission of the 2004-2005 State Plan.
Please refer to attachment _____

If developed, are the guidelines aligned with K-12 content standards?

- ☒ Yes. If yes, describe.

☐ No.

Please attach a copy of the guidelines. If the guidelines are available on the web, provide the appropriate Web site address:

http://dese.mo.gov/divimprove/fedprog/earlychild/PreK_Standards.html

5.2.2 Domains of Voluntary Guidelines for Early Learning. Do the guidelines address language, literacy, pre-reading, and early math concepts?

☒ Yes
☐ No

Do the guidelines address domains not specifically included in *Good Start, Grow Smart*, such as social/emotional, cognitive, physical, health, creative arts, or other domains?

☒ Yes. If yes, describe.

The guidelines include domains covering social/emotional development and physical health and safety.

☐ No

Have guidelines been developed for children in age groups not specifically included in *Good Start, Grow Smart* (children other than those aged three to five)?

☐ Yes. If yes, describe.
☒ No

5.2.3 Implementation of Voluntary Guidelines for Early Learning. Describe the process the State used or expects to use in **implementing** its early learning guidelines. How are (or will) community, cultural, linguistic and individual variations, as well as the diversity of child care settings (be) acknowledged in implementation? Materials developed to support implementation of the guidelines are included as Attachment 2.1.2

5.2.4 Assessment of Voluntary Guidelines for Early Learning. As applicable, describe the State's plan for **assessing** the effectiveness and/or implementation of the guidelines. Written reports of these efforts are included as Attachment ____

Assessment of the Pre-K standards are determined, in part by the Department of Elementary and Secondary Education's School Entry Assessment Project. The School Entry Assessment Project may be accessed through the following internet web link:

<http://dese.mo.gov/divimprove/fedprog/earlychild/>

5.2.5 State Plans for Professional Development. Indicate which of the following best describes the current status of the State's efforts to develop a professional development plan for early childhood providers that includes all the primary sectors: child care, Head Start, and public education.

- ☐ **Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated, and how the plan is expected to support early language, literacy, pre-reading and early math concepts.
- ☐ **Developing.** A plan is being drafted. The draft is included as Attachment _____
- ☐ **Developed.** A plan has been written but has not yet been implemented. The plan is included as Attachment _____
- ☒ **Implementing.** A plan has been written and is now in the process of being implemented.
- ☐ **Other (describe):**

Describe the progress made by the State in a plan for professional development since the date of submission of the 2004-2005 State Plan.

| If your State has developed a plan for professional development, does the plan include: | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A link to Early Learning Guidelines | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Continuum of training and education to form a career path | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Articulation from one type of training to the next | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Quality assurance through approval of trainers | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Quality assurance through approval of training content | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| A system to track practitioners' training | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Assessment or evaluation of training effectiveness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| State Credentials – Please state for which roles (e.g. infant and toddler credential, directors' credential, etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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| | | |
|--|--------------------------|-------------------------------------|
| Specialized strategies to reach family, friend and neighbor caregivers | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|-------------------------------------|

For each Yes response, reference the page(s) in the plan and briefly describe the Lead Agency's efforts.

Missouri's plan for professional development includes a career lattice, a trainer registry, a training calendar and articulation efforts. These are housed in OPEN (Opportunities in a Professional Education Network) and MOCCRRN (Missouri Child Care Resource and Referral Network). A description of their implementation may be located at:

<http://www.openinitiative.org/history.htm> and <http://www.moccrn.org>

Conference planning and training are requiring identification of the specific core competencies and early learning guidelines addressed in the workshops/training.

OPEN maintains various resources to support child care practitioners' professional development. Each element described above may be found with a description on the OPEN internet web site's resource link at:

<http://www.openinitiative.org/resources.htm>

For each No response, indicate whether the Lead Agency intends to incorporate these components.

Work is currently underway to develop director's credential through the Department of Health and Senior Services in conjunction with OPEN.

In addition, Department of Health and Senior Services is considering the development of a multi-age child care orientation training to target Family, Friends, and Neighbor care.

There are no immediate plans for developing an assessment/evaluation mechanism for training effectiveness that would be in addition to existing assessment/evaluation tools.

| Are the opportunities available: | Yes | No |
|--------------------------------------|-------------------------------------|--------------------------|
| Statewide | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| To Center-based Child Care Providers | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| To Group Home Providers | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| To Family Home Providers | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| To In-Home Providers | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| | | |
|-------------------|--------------------------|--------------------------|
| Other (describe): | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------|--------------------------|--------------------------|

Describe how the plan addresses early language, literacy, pre-reading, and early math concepts development.

Please refer to responses above and corresponding links to OPEN.

Are program or provider-level incentives offered to encourage provider training and education?

- ☒ Yes. Describe, including any connections between the incentives and training relating to early language, literacy, pre-reading and early math concepts.

Please refer to responses above and corresponding links to OPEN. There are various incentives offered through Educare and community partnerships, but no statewide concerted effort. Licensed providers are required to attain 12 clock hours of training per year.

Missouri is currently piloting a Quality Rating System with hopes of eventually tying our rate structure to a statewide QRS.

Providers who achieve accreditation, encompassing related training and education, receive the accreditation rate enhancement with reimbursements paid on all state subsidized children in their care.

- ☐ No. If no, is there any plan to offer incentives to encourage provider training and education?

What are the expected **outcomes** of the State's professional development plan and efforts to improve the skills of child care providers? As applicable, how does (or will) the State assess the effectiveness of its plan and efforts? If so, how does (or will) the State use assessment to help shape its professional development plan and training/education for child care providers?

Please refer to responses above and corresponding links to OPEN. Missouri continues to work toward a statewide cohesive system of professional development supporting a cadre of trained professionals to better serve children and families.

PART 6

HEALTH AND SAFETY REQUIREMENTS FOR PROVIDERS

(Only the 50 States and the District of Columbia complete Part 6.)

The National Resource Center for Health and Safety in Child Care (NRCHSCC) of DHHS's Maternal and Child Health Bureau supports a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. In lieu of requiring a State Lead Agency to provide information that is already publicly available, ACF accepts this compilation as accurately reflecting the States' licensing requirements. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is available on the World Wide Web at: <http://nrc.uchsc.edu/>.

6.1 Health and Safety Requirements for Center-Based Providers (658E(c)(2)(F), §§98.41, §98.16(j))

6.1.1 Are all center-based providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation?

☐

Yes. Answer 6.1.2, skip 6.1.3, and go to 6.2.

☒

No. Describe which center-based providers are exempt from licensing under State law and answer 6.1.2 and 6.1.3.

Religious-affiliated center base care is exempt from licensure.

6.1.2 Have center licensing requirements as relates to staff-child ratios, group size, or staff training been modified since approval of the last State Plan?
(§98.41(a)(2)&(3))

☐

Yes, and the changes are as follows:

☒

No

6.1.3 For center-based care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

These centers (license-exempt) undergo annual sanitation, fire/safety, and health inspections. The consultation services of the child care health

consultant nurses at the local health agencies are available to all license-exempt and exempt centers, as well as licensed centers. All centers caring for 10 or more children, license-exempt, exempt, and licensed are required to document age-appropriate immunization records for each child and submit aggregate data to the Department of Health Immunization Bureau annually.

- Building and physical premises safety

Building and physical premises safety issues are addressed in the annual inspections for license-exempt centers operated by religious organizations and nursery schools.

- Health and safety training

While there are no requirements for health and safety training for license-exempt or exempt centers, information brochures and materials are made available to all license-exempt or exempt centers through the Department of Health and Senior Services and the Missouri Child Care Resource and Referral Network.

6.2 Health and Safety Requirements for Group Home Providers (658E(c)(2)(F), §§98.41, 98.16(j))

6.2.1 Are all group home providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

- ☒ Yes. Answer 6.2.2, skip 6.2.3, and go to 6.3.
☐ No. Describe which group home providers are exempt from licensing under State law and answer 6.2.2 and 6.2.3.

6.2.2 Have group home licensing requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

☐ Yes, and the changes are as follows:

☒ No

6.2.3 For group home care that is NOT licensed, and therefore not reflected in

NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

N/A

- Building and physical premises safety
N/A

- Health and safety training
N/A

6.3 Health and Safety Requirements for Family Providers (658E(c)(2)(F), §§98.41, 98.16(j))

6.3.1 Are all family child care providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

☐

Yes. Answer 6.3.2, skip 6.3.3, and go to 6.4.

☒

No. Describe which family child care providers are exempt from licensing under State law and answer 6.3.2 and 6.3.3.

Family home providers, who care for four or fewer unrelated children, are exempt from state licensure.

6.3.2 Have family child care provider requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

☐

Yes, and the changes are as follows:

☒

No

6.3.3 For family care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

Family providers:

Providers are informed of measures to take in the prevention and control of infectious diseases by way of a pamphlet, which is provided at the time the family applies for child care assistance. Parents are referred to their family physician or local health department as a way of obtaining immunizations for their children. Parents are asked to declare, at the time of application for child care assistance, if their child has been appropriately immunized.

Registered child care providers shall have a Tuberculin test or chest x-ray annually at re-registration.

- Building and physical premises safety

Registered providers are asked to sign a health and safety form that the parent also signs declaring there is a working telephone or a message phone available, working smoke detectors and working fire extinguishers on the premises. Providers must meet all applicable state and local ordinances.

- Health and safety training

Registered providers are provided with a pamphlet on health and safety, that includes information about CPR, and how to access additional training resources.

Registered child care providers for the Department of Social Services must comply with, and be cleared from; background screenings as well as screening for foster care license revocation and child care license revocation, prior to being registered and annually thereafter.

Background screenings are conducted by the Department of Social Services, for child abuse/neglect history with the Children's Division in conjunction with the Missouri State Highway Patrol, Criminal Records Division and FBI for state and federal criminal convictions. This information is available to applicants for child care services.

Licensed family home child care providers are required to have a background screening conducted prior to licensing.

6.4 Health and Safety Requirements for In-Home Providers (658E(c)(2)(F), §§98.41, 98.16(j))

6.4.1 Are all in-home child care providers paid with CCDF funds subject to licensing under the State law reflected in the NRCHSCC's compilation referenced above?

- ☐ Yes. Answer 6.4.2, skip 6.4.3, and go to 6.5.
- ☒ No. Describe which in-home child care providers are exempt from licensing under State law and answer 6.4.2 and 6.4.3.
Family home providers, who care for four or fewer unrelated children in the child's home, are exempt from state licensure.

6.4.2 Have in-home health and safety requirements that relate to staff-child ratios, group size, or training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

☐ Yes, and the changes are as follows:

☒ No

6.4.3 For in-home care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

See section 6.3.3

- Building and physical premises safety

See section 6.3.3

- Health and safety training

See section 6.3.3

6.5 Exemptions to Health and Safety Requirements

At Lead Agency option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care) may be exempted from health and safety requirements. (658P(4)(B), §98.41(a)(1)(ii)(A))

Indicate the Lead Agency's policy regarding these relative providers:

- ☒ **All** relative providers are subject to the same requirements as described in sections 6.1 - 6.4 above, as appropriate; there are **no exemptions** for relatives or different requirements for them.
- ☐ **All** relative providers are **exempt** from all health and safety requirements.
- ☐ **Some or all** relative providers are subject to different health and safety requirements from those described in sections 6.1 - 6.4. The following describes those requirements and identifies the relatives they apply to:

6.6 Enforcement of Health and Safety Requirements

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?

- ☒ Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits:

All licensed child care homes, group homes, and centers receive two unannounced inspections per year, in addition to annual fire safety and sanitation inspections.

All licensed exempt facilities (those operated by a religious organization and nursery schools) receive one announced health and safety inspection and annual fire safety and sanitation inspections.

- ☐ No

- Are child care providers subject to background checks?

- ☒ Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):

At initial licensure, the following providers are subject to background checks:

- Family child care home providers, all employees/assistants and all adult household members;
- Group home providers, child care center director, owner, Board President/Chairperson, all employees and volunteers counted in child/staff ratio.

At renewal, the following providers are subject to background checks:

- Family child care home providers, all employees/assistants and all adult household members;
- Group home providers, child care center director, owner, Board President/Chairperson, all employees and volunteers counted in child/staff ratio.

On a ongoing basis, all employees and volunteers counted in child/staff ratios must have a request for screening on file within ten days of employment or volunteering.

☐

No

- Does the State require that child care providers report serious injuries that occur while a child is in care? (Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)

☐

Yes, and the following describes the State's reporting requirements and how such injuries are tracked (if applicable):

☒

No

- Other methods used to ensure that health and safety requirements are effectively enforced:

Licensing requirements are enforced by regular unannounced and announced inspections. Sanitation and fire safety inspections are conducted once a year. The Department of Health and Senior Services inspects twice a year in addition to the separate Fire and Sanitation inspections. Missouri also has a progressive discipline process when providers do not correct rule violations that may include suspension, probation, denial or revocation of the license, or seeking injunctive relief through the circuit court in cases of imminent bodily harm to children in care.

6.7 Exemptions from Immunization Requirements

The State assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the State public health agency. (§98.41(a)(1))

The State exempts the following children from immunization (check all that apply):

- ☒ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- ☒ Children who receive care in their own homes.
- ☒ Children whose parents object to immunization on religious grounds.
- ☒ Children whose medical condition contraindicates immunization.

PART 7
HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES

(Only the Territories complete Part 7.)

7.1 Health and Safety Requirements for Center-Based Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all center-based care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

7.2 Health and Safety Requirements for Group Home Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all group home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

7.3 Health and Safety Requirements for Family Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all family child care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

7.4 Health and Safety Requirements for In-Home Providers in the Territories
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all in-home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

7.5 Exemptions to Territorial Health and Safety Requirements

At Lead Agency option, the following relatives may be exempted from health and safety requirements: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care). (658P(4)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency's policy regarding these relative providers:

- ☐ **All** relative providers are subject to the same requirements as described in sections 7.1 - 7.4 above, as appropriate; there are **no exemptions** for relatives or different requirements for them.
- ☐ **All** relative providers are **exempt** from all health and safety requirements.
- ☐ **Some or all** relative providers are subject to **different** health and safety requirements from those described in sections 7.1 - 7.4 and the following describes those different requirements and the relatives they apply to:

7.6 Enforcement of Territorial Health and Safety Requirements

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how Territorial health and safety requirements are effectively enforced:

Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?

- ☐ Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits:
- ☐ No

Are child care providers subject to background checks?

- ☐ Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):
- ☐ No

Does the Territory require that child care providers report serious injuries that occur while a child is in care? (Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)

- ☐ Yes, and the following describes the Territory's reporting requirements and how such injuries are tracked (if applicable):
- ☐ No

Other methods used to ensure that health and safety requirements are effectively enforced:

7.7 Exemptions from Territorial Immunization Requirements

The Territory assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the Territorial public health agency. (§98.41(a)(1))

The Territory exempts the following children from immunization (check all that apply):

- ☐ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- ☐ Children who receive care in their own homes.
- ☐ Children whose parents object to immunization on religious grounds.
- ☐ Children whose medical condition contraindicates immunization.

APPENDIX 1
PROGRAM ASSURANCES AND CERTIFICATIONS

The Lead Agency, named in Part 1 of this Plan, assures that:

- (1) upon approval, it will have in effect a program that complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a))
- (2) the parent(s) of each eligible child within the State who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service; or to receive a child care certificate. (658E(c)(2)(A)(i))
- (3) in cases in which the parent(s) elects to enroll the child with a provider that has a grant or contract with the Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii))
- (4) the child care certificate offered to parents shall be of a value commensurate with the subsidy value of child care services provided under a grant or contract. (658E(c)(2)(A)(iii))
- (5) with respect to State and local regulatory requirements, health and safety requirements, payment rates, and registration requirements, State or local rules, procedures or other requirements promulgated for the purpose of the Child Care and Development Fund will not significantly restrict parental choice among categories of care or types of providers. (658E(c)(2)(A), §98.15(p), §98.30(g), §98.40(b)(2), §98.41(b), §98.43(c), §98.45(d))
- (6) that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))
- (7) that CCDF Discretionary funds are used to supplement, not supplant, State general revenue funds for child care assistance for low-income families. (P.L. 106-554)

The Lead Agency also certifies that:

- (1) it has procedures in place to ensure that providers of child care services for which assistance is provided under the Child Care and Development Fund afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B))
- (2) it maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C))
- (3) it will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices. (658E(c)(2)(D))
- (4) it has in effect licensing requirements applicable to child care services provided in the State. (658E(c)(2)(E))
- (5) there are in effect within the State (or other area served by the Lead Agency), under State or local law, requirements designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the Child Care and Development Fund. (658E(c)(2)(E))
- (6) procedures are in effect to ensure that child care providers of services for which assistance is provided under the Child Care and Development Fund comply with all applicable State or local health and safety requirements. (658E(c)(2)(G))
- (7) payment rates under the Child Care and Development Fund for the provision of child care services are sufficient to ensure equal access for eligible children to comparable child care services in the State or sub-State area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A))

APPENDIX 2 ELIGIBILITY AND PRIORITY TERMINOLOGY

For purposes of determining eligibility and priority for CCDF-funded child care services, lead agencies must define the following *italicized* terms. (658P, 658E(c)(3)(B))

- *attending* (a job training or educational program; include minimum hours if applicable) - Attending as necessary to maintain satisfactory progress, as defined by the institution or job training program.
- *in loco parentis* –
A specified relative or legal guardian maintaining care and control of the child.
- *job training and educational program* -
A program whose ultimate goal is that the participant will be employable and will have the skills necessary to become self-sufficient.
- *physical or mental incapacity* (if the Lead Agency provides such services to children age 13 and older) -
Physical or mental incapacity as certified by a physician or psychologist or by receipt of SSI or Social Security Disability.
- *protective services* –
Needing daily supplemental care because of the temporary or permanent physical, mental or emotional disability of the parent, as certified by a physician or as part of their children's treatment plan through Children Services. These children will be considered eligible even though the parent may not meet the requirement of working or attending an education or job-training program. Children with special needs may be considered in need of protective services if the cost of child care puts the family at risk of losing employment, education or training. Families in need of, or receiving, protective services must meet the income eligibility guidelines, but the sliding scale fee may be waived on a case by case basis.
- *residing with* –
Living in the same physical residence or, in the case of a parent who is temporarily out of the home due to illness or injury, maintaining care and custody.
- *special needs child* –

A child with a special need is defined as one who is under age 18 or under age 19 but still in high school and who:

- Receives Foster Care payments through DSS;
- Receives Adoption Subsidy payments through DSS;
- Is under court ordered supervision;

- Is active on a Grandparents as Foster Parents case;
- Has a physical or mental incapacity;
- Is eligible for and receiving services under DMH;
- Receives SSI; or
- Is active in Children's Service Protective Service system.

In addition, a child with one or more of the following criteria may also be deemed as 'special needs:'

- Specific disability information and characteristics,
- Diagnosed as having developmental disability, health or medical condition due to disability,
- Behavioral or emotional issues, learning disability, or developmental delays;
- Participation in special education (Early Childhood Special Education, or Special Education), early intervention (First Steps), or other special service programs administered through Department of Elementary and Secondary Education;
- Adaptation or modification of curriculum or environment; or special medical or health care training needed to provide care to a child.

Missouri makes a distinction between payment rates and prioritization for services of special needs children. (Section 3.2-598.43((d)) and 3.4.1)

- *very low income* –

Very low income is defined as households whose income does not exceed 19% of the State Medium Income. Very low-income households pay \$1.00 per year sliding fee.

- *working* (include minimum hours if applicable) –

Employment at a job or trade for which wages are received in compensation for services rendered.

- Additional terminology related to conditions of eligibility or priority established by the Lead Agency:

“Home” is interpreted to mean the family setting maintained or in the process of being established as evidence by the assumption and continuance of responsibility for the child. A home exists so long as the parent or other eligible payee takes responsibility for the full physical care and control of child.

Circumstances may require temporary absence of either the child or the parent (or eligible payee) from the home. Temporary separation does not affect a child's eligibility for child care so long as the parent or eligible payee retains responsibility for his/her care.

**MISSOURI CHILD CARE ADVISORY COMMITTEE
MEMBER ROSTER**

| ORGANIZATION | REPRESENTATIVE NAME |
|--|----------------------------|
| Child Care Provider | Renee Moore/Linda Moore |
| AEYC/MO | Mike Abel |
| Temporary Assistance | Cindy Wehmeyer |
| DWD | Beverly Kelsey |
| Research | Kathy Thornburg |
| Educare | Candice Cheatum |
| OPEN | Denise Mauzy |
| R&R | Corrine Patton |
| CSBG | Jeanne Chaffin |
| Special Education | Kay Numarick |
| Head Start State Collaboration | Darin Preis |
| Head Start Association | Donna Veatch |
| DESE School Age | Jay Acock |
| DESE Early Childhood | Dee Beck |
| DESE Adult Education | Cynthia Arndt |
| School Age Network | Shari Comer |
| DHSS Child Care Licensing | Margee Franklin |
| DHSS CACFP | Ann McCormack |
| DHSS Special Health Care Needs | Paula Nicholson |
| Higher Ed | Sandy Crews |
| Metropolitan Council on Early Learning | Jim Caccamo |
| Community Partnership | Cheri Heeren |
| Children's Trust Fund | Bill Heberle |
| Prevent Child Abuse MO | Lucia Kinchloe |
| United Way | Wray Clay |
| Faith Based | Lee Furnace, Radiant Faith |
| PAT National Center | Sue Stepleton |
| Francis Family Foundation | Lynn Knox |
| Kauffman Foundation | Adrianna Pacina |
| Chamber of Commerce | Daniel Mehan |
| CMC | Candi Iveson |
| Partnership for Children | Janis Ellis |
| ACF Regional Office | Janet Crain |
| NCCIC | Rae Anderson |
| Department of Mental Health | Patsy Carter |

GOOD START GROW SMART INITIATIVE

While the Missouri Department of Elementary and Secondary Education (DESE) is the lead agency for developing the PreK Standards, the process was a collaborative one. Committees for each domain represented the early childhood community in Missouri. This includes public schools, private schools, MO Departments of Education, Health (DHSS), Mental Health (DMH), Social Services (DSS), Head Start, childcare, higher education, curriculum/research specialists, Project Construct National Center, and Parents as Teachers National Center etc.

The PreK Standards are aligned with DESE's K-12 Standards and Head Start Performance Standards. The process is not framed by State legislation but has relied heavily on available research. The first step in the standards work was to develop a set of Guiding Principles, **before** the actual standards work. These guiding principles are included in each standards booklet.

In addition to the standards booklets, each domain also has a teacher handbook giving special educational resources (written by Project Construct National Center staff) and a parent booklet with tips for parents to use with their child at home (written by Parents as Teachers National Center staff).

The standards include the following domains:

- Early Literacy;
- Social and Emotional Development and Approaches to Learning;
- Mathematics;
- Science; and
- Physical Development, Health, and Safety.

At this time, use of the standards is voluntary. Distribution of the standards has been broad based and occurs in several ways. DESE sends to all public schools, and their programs, DHSS sends to all licensed child care providers, DSS to registered providers, Head Start Collaboration Office to all MO Head Starts, Parents as Teachers National Center to all Parents as Teachers programs in MO, and Project Construct National Center to all of their programs and trainings.

The standard are also available on the DESE internet web site at http://dese.mo.gov/divimprove/fedprog/earlychild/PreK_Standards.html

IMPLEMENTATION PLAN:

Implementation of the Pre-K standards is accomplished by embedding them into various areas of training and professional development. Conferences and training, supported by state agencies, must identify which Core Competencies and PreK standards they address. Work is currently occurring to incorporate the standards into the state's Core Competencies for child care practitioners through OPEN. In addition, the Department of Health and Senior Services' Child Care Orientation Training (CCOT) provides a vehicle to train child care providers on the

standards. Educare, a technical assistance and training resource for child care providers, provides training and technical assistance in the use of the standards for all child care settings with a focus on providers serving subsidized children.

**NOTICE OF PUBLIC HEARINGS FOR MISSOURI'S
CHILD CARE DEVELOPMENT FUND**

The Missouri Department of Social Services, Children's Division, will be conducting seven public hearings to discuss the implementation of the Child Care Development Fund for fiscal years 2006 and 2007.

Representatives from the Missouri Department of Social Services, Department of Health and Senior Services, and Department of Elementary and Secondary Education will be available to answer questions regarding Missouri's biennial state plan for implementing the Child Care Development Fund.

Public hearings will be held in the following locations.

May 17, 2005
Center for Family Policy and Research
1400 Rock Quarry Road
Columbia, MO

May 23, 2005
Council of Churches of the Ozarks
627 North Glenstone
Springfield, MO

May 24, 2005
University Extension
University
217 South Aid Ave.
West Plains, MO

May 25, 2005
Southeast Missouri State
Room 126 Dempster Hall
Cape Girardeau, MO

May 26, 2005
St. Louis Community College,
Flo Valley Campus
Student Center Multipurpose Room
St. Louis, MO

June 1, 2005
North Kansas City Hospital Pavilion
2790 Clay Edwards Drive
Kansas City, MO

June 2, 2005
East Hills Library
502 North Woodbine Road
St. Joseph, MO

All hearings will be held from 7:00 p.m. to 9:00 p.m. in order to accommodate child care providers' schedules. **A one hour training session will be available from 6:00 p.m. to 7:00 p.m. for providers interested in the Child Care Online Invoicing System at all hearing locations.** For details, please contact your local Child Care Resource and Referral agency or call 1-800-200-9017.

Date

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

| | | | | | | | | | | | |
|--|-------------------------|-------------------------------------|--------------------|-----|---------|------------|---------|------------|------------------|-------------------------|--------------------|
| 1.1 ACTION NOTICE Head of EU SAMPLE FAMILY CHILD CARE APPROVAL LETTER 2 | Attachment 3.1.1(1) | DCN 111111 1111 | | | | | | | | | |
| <p>The child(ren) listed below is(are) eligible for child care benefits beginning with 03-15-2001 through 02-28-2002. In order to receive these benefits, you must find a child care provider. Your child(ren) is(are) now on a waiting list since you do not have a provider. If you do not find a child care provider within the next thirty (30) days, your household's eligibility for child care assistance may end.</p> <p>Please notify your worker when you locate a child care provider. Your household's eligibility for child care assistance may be redetermined at that time.</p> <table style="width: 100%;"><tr><td style="width: 25%;">Name of child(ren)</td><td>DCN</td></tr><tr><td>Child 1</td><td>2222222222</td></tr><tr><td>Child 2</td><td>3333333333</td></tr></table> <p>The net countable income was determined with the following formula: adjusted gross income of \$900.00 minus medical insurance premiums of \$0.00 = net countable income of \$900.00.</p> <p>IF YOU:</p> <ul style="list-style-type: none">* DISAGREE WITH THIS DECISION,* DISAGREE WITH THE AMOUNT OF THE SLIDING FEE FOR CHILD CARE,* HAVE QUESTIONS REGARDING THIS NOTICE, OR,* WOULD LIKE TO REQUEST A FAIR HEARING, <p>CONTACT YOUR LOCAL DIVISION OF FAMILY SERVICES OFFICE AT THE ADDRESS ON THE FRONT OF THIS LETTER. YOU HAVE 90 DAYS TO REQUEST A HEARING.</p> <p>IF YOU AGREE WITH THE ABOVE DECISION, YOU DO NOT HAVE TO REQUEST A HEARING.</p> <p>IF YOU REQUEST A HEARING:</p> <ul style="list-style-type: none">* YOU MAY REPRESENT YOURSELF,* AN ATTORNEY MAY REPRESENT YOU,* OTHER PERSONS WHO HAVE KNOWLEDGE OF YOUR SITUATION MAY REPRESENT YOU,* YOU HAVE THE RIGHT TO PRESENT WITNESSES IN YOUR OWN BEHALF, AND,* YOU HAVE THE RIGHT TO QUESTION WITNESSES WHO APPEAR AT THE REQUEST OF THE DIVISION OF FAMILY SERVICES. <p>FOR THE POSSIBILITY OF FREE LEGAL SERVICES, CONTACT SOUTHEAST MO LEGAL SERVICES, 116 N MAIN ST, CHARLESTON, MO 63834, 800-888-8888. (RSMo 13 CSR 40-32.010).</p> <p>CHILD CARE REPORTING REQUIREMENTS</p> <p>REPORT ANY OF THE FOLLOWING CHANGES IMMEDIATELY TO YOUR CHILD CARE WORKER:</p> <ul style="list-style-type: none">• ANY CHANGES IN INCOME, INCLUDING EMPLOYMENT, LOSS OF EMPLOYMENT, OR PLACE OF EMPLOYMENT.• ANY CHANGES IN WORK, SCHOOL, OR TRAINING SCHEDULES.• ANY CHANGES IN CHILD CARE PROVIDER OR HOURS CARE IS NEEDED.• ANY CHANGES IN MEDICAL INSURANCE PREMIUMS.• ANY CHANGES IN HOUSEHOLD MEMBERS.• ANY CHANGES IN RESIDENCE. <p>IF YOU HAVE QUESTIONS OR REQUIRE FURTHER INFORMATION, PLEASE CONTACT:</p> <table style="width: 100%;"><tr><td style="width: 33%;">CASEWORKER: NAME</td><td style="width: 33%;">TELEPHONE: 999-999-9999</td><td style="width: 33%;">LOAD NUMBER: 99999</td></tr></table> | | | Name of child(ren) | DCN | Child 1 | 2222222222 | Child 2 | 3333333333 | CASEWORKER: NAME | TELEPHONE: 999-999-9999 | LOAD NUMBER: 99999 |
| Name of child(ren) | DCN | | | | | | | | | | |
| Child 1 | 2222222222 | | | | | | | | | | |
| Child 2 | 3333333333 | | | | | | | | | | |
| CASEWORKER: NAME | TELEPHONE: 999-999-9999 | LOAD NUMBER: 99999 | | | | | | | | | |

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

| | | |
|--|---------------------|--------------------------|
| 1.2 Head of EU SAMPLE FAMILY CHILD CARE APPROVAL LETTER 1 | Attachment 3.1.1(2) | DCN 1111111111 |
|--|---------------------|--------------------------|

The child(ren) listed below are eligible for child care assistance from 02-27-2001 through 01-31-2002. The Division of Family Services will pay your child care provider for a portion of your child care expenses. In order to receive this payment, your child care provider must send us child care invoices on a monthly basis. Invoices must be signed by your child care provider. Certain providers must also send in attendance sheets, which track the hours and days when care is provided. You must sign these attendance sheets on a daily basis. Sliding fee amounts are based on your child care household's size and income. Sliding fee amounts for your household are listed below. If the amount listed is \$0.00 (zero,) your required sliding fee amount is actually one dollar per year. This amount is automatically withheld from the first check issued to your provider each year. Sliding fee amounts do not apply to children with defined special needs.

If your provider charges more than the state maximum, it is your responsibility to pay this excess amount to your provider.

| | | | |
|-------------------------------|-------------------|--|------------------|
| CHILD(REN) NAME(S) CHILD 1 | DCN 4444444444 | PROVIDER NAME: I KNOW MY ABC'S CHILD CARE | SPECIAL NEEDS: N |
|-------------------------------|-------------------|--|------------------|

| | | | |
|---------|------------|------------------------|----------------------|
| CHILD 2 | 5555555555 | BEGIN DATE: 02-27-2001 | END DATE: 01-31-2002 |
|---------|------------|------------------------|----------------------|

| | | | |
|----------------------------|-----------------------------------|------------------------|---------------------|
| FULL DAYTIME PER MONTH: 11 | FULL EVE/WKEND UNIT PER MONTH: 03 | SLIDING FEE/DAY/CHILD: | |
| HALF DAYTIME PER MONTH: 06 | HALF EVE/WKEND UNIT PER MONTH: | FULL-TIME | HALF-TIME |
| PART DAYTIME PER MONTH: | PART EVE/WKEND UNIT PER MONTH: | \$4.00 | \$2.60 |
| | | | PART-TIME \$1.80 |

The net countable income was determined with the following formula: Adjusted gross income of \$1,474.19 minus medical insurance premium of \$20.00 = a net countable income of \$1454.19.

IF YOU:

- * DISAGREE WITH THIS DECISION,
- * DISAGREE WITH THE AMOUNT OF THE SLIDING FEE FOR CHILD CARE,
- * HAVE QUESTIONS REGARDING THIS NOTICE, OR,
- * WOULD LIKE TO REQUEST A FAIR HEARING,

CONTACT YOUR LOCAL DIVISION OF FAMILY SERVICES OFFICE AT THE ADDRESS ON THE FRONT OF THIS LETTER. YOU HAVE 90 DAYS TO REQUEST A HEARING.

IF YOU AGREE WITH THE ABOVE DECISION, YOU DO NOT HAVE TO REQUEST A HEARING.

IF YOU:

- * DISAGREE WITH THIS DECISION,
- * DISAGREE WITH THE AMOUNT OF THE SLIDING FEE FOR CHILD CARE,
- * HAVE QUESTIONS REGARDING THIS NOTICE, OR,
- * WOULD LIKE TO REQUEST A FAIR HEARING,

CONTACT YOUR LOCAL DIVISION OF FAMILY SERVICES OFFICE AT THE ADDRESS ON THE FRONT OF THIS LETTER. YOU HAVE 90 DAYS TO REQUEST A HEARING.

IF YOU AGREE WITH THE ABOVE DECISION, YOU DO NOT HAVE TO REQUEST A HEARING.

IF YOU REQUEST A HEARING:

- * YOU MAY REPRESENT YOURSELF,
- * AN ATTORNEY MAY REPRESENT YOU,
- * OTHER PERSONS WHO HAVE KNOWLEDGE OF YOUR SITUATION MAY REPRESENT YOU,
- * YOU HAVE THE RIGHT TO PRESENT WITNESSES IN YOUR OWN BEHALF, AND,
- * YOU HAVE THE RIGHT TO QUESTION WITNESSES WHO APPEAR AT THE REQUEST OF THE DIVISION OF FAMILY SERVICES.

FOR THE POSSIBILITY OF FREE LEGAL SERVICES, CONTACT SOUTHEAST MO LEGAL SERVICES, 116 N MAIN ST, CHARLESTON, MO 63834, 800-888-8888. (RSMo 13 CSR 40-32.010).

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

CHILD CARE REPORTING REQUIREMENTS

REPORT ANY OF THE FOLLOWING CHANGES IMMEDIATELY TO YOUR CHILD CARE WORKER:

- ANY CHANGES IN INCOME, INCLUDING EMPLOYMENT, LOSS OF EMPLOYMENT, OR PLACE OF EMPLOYMENT.
- ANY CHANGES IN WORK, SCHOOL, OR TRAINING SCHEDULES.
- ANY CHANGES IN CHILD CARE PROVIDER OR HOURS CARE IS NEEDED.
- ANY CHANGES IN MEDICAL INSURANCE PREMIUMS.
- ANY CHANGES IN HOUSEHOLD MEMBERS.
- ANY CHANGES IN RESIDENCE.

If you have any questions or require further information, please contact:

Caseworker: name

Telephone: 999-999-9999

Caseload: 99999

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

Attachment 3.1.1(3)

| MISSOURI DEPARTMENT OF SOCIAL SERVICES DIVISION OF FAMILY SERVICES CHILD CARE PROVIDER REGISTRATION/DIRECT PAYMENT INFORMATION | | DFS USE ONLY | |
|--|-------------------------------|--------------------------------------|--|
| PROVIDER/FACILITY NAME | | PROVIDER COUNTY FIPS | FACILITY TYPE <input type="checkbox"/> DH <input type="checkbox"/> GH <input type="checkbox"/> DC |
| PROVIDER PHYSICAL LOCATION | | BEGIN DATE | END DATE |
| CITY | STATE | ZIP | |
| MAILING ADDRESS | | TELEPHONE () | |
| SOCIAL SECURITY OR TAX-ID NUMBER | | PROVIDER COUNTY | |
| CHILD CARE IS PROVIDED IN: <input type="checkbox"/> My home <input type="checkbox"/> The child's home <input type="checkbox"/> In a separate child care facility | | | |
| PROVIDER QUALIFICATIONS I am licensed by Missouri Department of Health, or I am exempt from Missouri Child Care Licensing requirements for the following reasons (check one): <input type="checkbox"/> I care for 4 or less unrelated children (FOL). <input type="checkbox"/> I received a letter of exemption from Missouri Department of Health stating my child care program is exempt from state licensing requirements. Facility name for which exemption was granted, if different from above _____ <input type="checkbox"/> My child care facility is not located in Missouri. I am: <input type="checkbox"/> Licensed by the state in which my facility is located (OPL), or, <input type="checkbox"/> Granted an exemption by the state in which my facility is located (OPU). | | | |
| IMPORTANT: If you do not meet one of the above requirements, you must contact your local Division of Family Services Office for further instructions. | | | |
| NO. OF UNRELATED CHILDREN IN CARE | TOTAL NO. OF CHILDREN IN CARE | RELATIONSHIP TO THE CHILDREN IN CARE | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No I am a child care provider age 18 or older <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to accept direct payment from the state by submitting billing invoices <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to have my payments direct deposited. <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide daytime care from 6:00 a.m. to 6:00 p.m. <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide evening care after 6:01 p.m. to 5:59 a.m. <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide weekend care from Saturday morning at 6:00 a.m. to Sunday evening at 6:00 p.m. <input type="checkbox"/> Yes <input type="checkbox"/> No I am an accredited child care provider. My accrediting organization is _____ <input type="checkbox"/> Yes <input type="checkbox"/> No I am providing care to a disproportionate share of children receiving child care subsidy benefits. Number of children receiving subsidy benefits _____ <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide care to a child with special needs. <input type="checkbox"/> Yes <input type="checkbox"/> No I have other household members age 18 or older. | | | |
| I CHARGE THE FOLLOWING RATES FOR THESE AGES AND TIMES OF CARE: | | | |
| | | DAYTIME RATE | EVENING RATE |
| Birth to 2 yrs | 5 or more hours of care | | |
| Birth to 2 yrs | 3 hours but less than 5 hours | | |
| Birth to 2 yrs | Less than 3 hours of care | | |
| 2 yrs to 5 yrs | 5 or more hours of care | | |
| 2 yrs to 5 yrs | 3 hours but less than 5 hours | | |
| 2 yrs to 5 yrs | Less than 3 hours of care | | |
| 5 yrs or older | 5 or more hours of care | | |
| 5 yrs or older | 3 hours but less than 5 hours | | |
| 5 yrs or older | Less than 3 hours of care | | |
| I understand by signing this registration form that I become a registered child care provider with the state of Missouri. I understand that registration allows some state assisted children, for whom I provide care, to qualify for reimbursement of child care services that I provide, upon determination of their eligibility for certain state paid child care assistance programs. By signing this form, I agree to the following: • I will provide parental access to the parent's child, myself, and any records I have on such child at any time. • I am physically and emotionally able to provide care to children. • I understand that any complaints against my child care home/center, relating to program rules and to the health and/or safety of the children for whom I provide care, will be investigated by a representative of the Division of Family Services and/or the Department of Health. | | | |
| BY SIGNING THIS FORM, I CERTIFY THAT THE INFORMATION GIVEN IS TRUE AND CORRECT UPON PENALTY OF LOSING REGISTERED STATUS AND PAYMENT FROM DIVISION OF FAMILY SERVICES: SIGNATURE _____ DATE _____ | | | |
| Registration is completed on an annual basis. After one year, you are required to re-register. | | | |
| Additional information on child care professional development is available through your local Division of Family Services office at _____ | | | |
| The Department of Health Child Care Licensing unit can provide technical assistance and additional information on health and safety issues or if you wish to become a licensed child care provider. Please contact Department of Health at _____ | | | |
| CASEWORKER/CASE MANAGER | COUNTY | LOAD NO. | |

MO 895-2634 (5-99)

DISTRIBUTION: WHITE - AGENCY CANARY - PROVIDER

IM-91

Information about Registration, Health and Safety Certification, Background Screening,
and Invoicing,



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES
INCOME MAINTENANCE

**CHILD CARE PROVIDER REGISTRATION, HEALTH AND SAFETY
CERTIFICATION, BACKGROUND SCREENING AND INVOICING INFORMATION**

REGISTRATION/HEALTH AND SAFETY CERTIFICATION/BACKGROUND SCREENING

In order for certain families to qualify for state assistance with payment for child care services, they must use a provider who is registered with the Missouri Division of Family Services.

Registration is a simple process. To register, you must:

1. Fill out the enclosed Child Care Provider Registration Form. By signing this form you are stating that all information given on the form is true. Return the form to your local Division of Family Services office immediately.
2. Provide proof of your Social Security Number or federal or state tax identification numbers if for a business or organization.
3. Complete the enclosed Caregiver Background Screening Form. Any other household members age 18 or older must also complete the background screening form. By signing this form you are agreeing to the following screenings:
 - Child Abuse or Neglect History
 - Family Foster Care Licensing
 - Child Day Care Licensing
 - State Criminal Background History

If the screening does find a Child Abuse or Neglect history, revocation of Foster Care or Day Care license, or a specified felony/misdemeanor conviction in the Criminal Background Check, you will not be eligible to receive payment from the Division of Family Services as a registered child care provider. The family can not be reimbursed for payments made to a child care provider if any of the above screenings reveal this information. No payment can be made until the background screening has been completed and returned showing no history on the stated screenings.

4. You will also receive the Provider Health and Safety Certification form. By complying with the requirements of this form you are meeting certain guidelines of the Child Care and Development Fund. Complete this form and return it to the local Division of Family Services office along with the other forms. The Child Care and Development Fund requires that the provider meet health and safety requirements before the family becomes eligible to receive assistance with child care services. Payment can not be made for services provided without receipt of this form by the Division of Family Services. Therefore, it is important that you return this completed form as soon as possible.

CHILD CARE INVOICES

As a child care provider, you will receive payment directly from the state for child care services you provide to eligible families. You will receive an authorization letter when the child is determined eligible. This letter gives specific payment information for that child. You will then receive an invoice in the mail at the end of each month. You must complete this invoice and return it to the local Division of Family Services office for payment. Payment is received approximately two weeks after the form is received in the county office.

Along with these forms, you will receive the Child Care Provider Agreement. If you agree to accept the child into care, you and the parent of the child named on the form must co-sign the form and return it along with the Registration form, Caregiver Background Screening form, and Health and Safety Certification form to the local Division of Family Services office.

Return these forms to the Division of Family Services office located at:

| |
|--|
| |
| |
| |
| |

If you have questions regarding completion of the forms mentioned above, contact:

CASE/WORKER/CASE MANAGER

PHONE

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

Health and Safety Certification Form,

Attachment 3.1.1(5)



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES

CHILD CARE PROVIDER HEALTH AND SAFETY CERTIFICATION

DFS USE ONLY

PROVIDER NAME: _____

PROVIDER DVN: _____

In order to receive payments from the Division of Family Services and Child Care and Development Fund, the child care provider is required to comply with the health and safety requirements outlined in this notice.

CHILD HEALTH AND IMMUNIZATIONS

MISSOURI LAW 210.003 REQUIRES CHILD CARE PROVIDERS CARING FOR TEN (10) OR MORE CHILDREN TO OBTAIN FROM THE FAMILY VERIFICATION THAT THE CHILD HAS BEEN IMMUNIZED AGAINST CERTAIN INFECTIOUS DISEASES.

• MISSOURI LAW ALSO REQUIRES SCHOOL-AGE CHILDREN TO BE PROPERLY IMMUNIZED BEFORE ENTERING SCHOOL.

• IF YOU CARE FOR TEN (10) OR MORE CHILDREN:

1) THE DEPARTMENT OF HEALTH REQUIRES YOU TO FILE A YEARLY SUMMARY REPORT NO LATER THAN JANUARY 15 OF EACH YEAR.

2) ATTACH A COPY OF THIS IMMUNIZATION SUMMARY REPORT TO THIS HEALTH AND SAFETY CERTIFICATION.

3) IF YOU DID NOT FILE AN IMMUNIZATION SUMMARY REPORT, CONTACT THE MISSOURI DEPARTMENT OF HEALTH, BUREAU OF IMMUNIZATION, P.O. BOX 570, JEFFERSON CITY, MO 65102. (573) 751-6133.

• IF YOU CARE FOR LESS THAN TEN (10) CHILDREN:

1) REVIEW THE PAMPHLET PROVIDED BY THE DIVISION OF FAMILY SERVICES REGARDING PREVENTION AND CONTROL OF INFECTIOUS DISEASES.

2) REFER FAMILIES TO THEIR FAMILY PRACTITIONER OR THE LOCAL PUBLIC HEALTH DEPARTMENT WHEN A CHILD IS IN NEED OF IMMUNIZATIONS.

FIRE SAFETY REQUIREMENTS

IN ORDER TO RECEIVE CHILD CARE PAYMENTS FROM THE DIVISION OF FAMILY SERVICES, YOU MUST BE IN COMPLIANCE WITH ALL LOCAL FIRE AND SAFETY CODES.

• IF YOUR LOCAL CODE REQUIRES YOU TO HAVE A FIRE INSPECTION FOR YOUR FACILITY OR FOR YOUR HOME, IF YOU PROVIDE CHILD CARE SERVICES IN YOUR HOME, YOU MUST:

1) ATTACH A COPY OF THE LOCAL FIRE INSPECTION CERTIFICATE OR REPORT.

2) TELL US THE NAME OF YOUR LOCAL FIRE DISTRICT: _____ NEXT INSPECTION DUE: _____

• IF YOU LIVE IN AN AREA THAT HAS NO LOCAL FIRE CODES, YOU MUST MEET THE FOLLOWING REQUIREMENTS:

1) DEVELOP A FIRE EVACUATION PLAN

2) POST YOUR WRITTEN FIRE EVACUATION PLAN IN A VISIBLE LOCATION IN YOUR FACILITY.

3) HAVE AT LEAST ONE (1) WORKING SMOKE ALARM.

4) HAVE AT LEAST ONE (1) WORKING DRY CHEMICAL FIRE EXTINGUISHER THAT:

• IS EASILY ACCESSIBLE.

• MEETS MINIMUM CLASSIFICATIONS WITH A CODE OF 1A10BC, IF YOU CARE FOR LESS THAN TEN (10) CHILDREN, OR

• MEETS MINIMUM CLASSIFICATIONS WITH A CODE OF 2A10BC, IF YOU CARE FOR MORE THAN TEN (10) CHILDREN.

COMPLAINTS AGAINST CHILD CARE PROVIDERS

• COMPLAINTS AGAINST PROVIDERS THAT DO NOT FOLLOW THE HEALTH AND SAFETY REQUIREMENTS ARE INVESTIGATED BY THE DIVISION OF FAMILY SERVICES.

• THE DIVISION OF FAMILY SERVICES ENDS PAYMENTS TO CHILD CARE PROVIDERS WHO DO NOT FOLLOW THE HEALTH AND SAFETY REQUIREMENTS.

CHILD CARE PROVIDER CERTIFICATION

BY SIGNING THIS FORM, I CERTIFY THAT

• I am committed to providing a healthy and safe environment for the children in my care.

• I have complied with the health and safety requirements as listed above.

• I have provided proof that I have complied with these health and safety requirements to the families with children in my care.

• I have completed the child care provider background screening form to check for child abuse/neglect, criminal conviction, foster care license revocation and child care license revocation. All household members over the age of 18 have also completed the background screening.

• I have been tested for Tuberculosis (TB).

• I have immediate access to a telephone, or have notified the parent(s) that I do not have immediate access to a telephone.

• Payments from the Division of Family Services may end if I do not follow the above health and safety requirements.

PROVIDER SIGNATURE

DATE

PARENT CERTIFICATION

BY SIGNING THIS FORM, I CERTIFY THAT:

• I AGREE THAT THE ABOVE STATEMENTS ARE TRUE AND MY CHILD'S CAREGIVER MEETS THE HEALTH AND SAFETY REQUIREMENTS AS OUTLINED ABOVE.

PARENT SIGNATURE

DATE

CASEWORKER/CASE MANAGER

COUNTY

LOAD NUMBER

MO 886-2633 (5-99)

DISTRIBUTION: WHITE - AGENCY CANARY - PROVIDER

IM-92

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

• Child Care Provider Agreement Form

Attachment 3.1.1(6)



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES
CHILD CARE PROVIDER AGREEMENT

DFS USE ONLY

PROVIDER NAME

PROVIDER DWN

RETURN WHITE COPY TO: LOCAL DFS OFFICE ADDRESS

The purpose of this agreement is to inform the child care provider of registration, health and safety certification, billing requirements, and the payment process used by Missouri Division of Family Services, also referred to as "The Division".

Payment to a provider is made for children who are eligible for child care subsidy through the Child Care and Development Fund.

The provider agrees to offer services without regard to the race, color, national origin, gender, disability, or religion of a child or family in accordance with the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Omnibus Reconciliation Act of 1981, and the Americans with Disabilities Act of 1990.

The provider agrees to immediately report suspected child abuse or neglect to the Division by telephoning a report to 1-800-392-3738, the Missouri Child Abuse and Neglect Hotline. Missouri Law 210.115, states that "day care center workers or other child care workers" are mandated reporters of suspected child abuse or neglect. Failure to comply with this law will be cause for immediate suspension or termination of this agreement.

The provider agrees to maintain the confidentiality of any child or family whose child care costs are paid through the subsidy program.

The provider will not charge families eligible for subsidy care a higher rate than other families with children in care.

This agreement does not guarantee a child's eligibility for child care subsidy. Child eligibility notification is sent as a separate notification.

By signing this form, the parent and the provider agree to the terms outlined in this document.

CHILD CARE PROVIDER REQUIREMENTS

PROVIDER REGISTRATION

The PROVIDER agrees to:

Complete and return the Provider Registration form to the local Division of Family Services office.

Maintain compliance with Missouri Department of Health requirements, if granted license-exempt status.

Complete and return the Health and Safety Certification form to the local Division of Family Services office.

Provide proof of a valid social security number or tax-identification number at the time of registration.

A mandatory background screening conducted by the Division of Family Services.

PROVIDER PAYMENT PROCESS

The PROVIDER agrees to:

Accept payment from the Division on behalf of all eligible families whose children are in their care.

Accept payment for child care services from the Division, with the knowledge that:

The Division pays for child care services at the provider rate or the state standard rate, whichever is lower, less the sliding fee if required.

The provider rate is obtained from the registration form completed by the provider and returned to the Division.

The state standard rate is determined by the geographical location of the provider, the hours of care provided, the type of child care provider, and the age of the child.

ADDITIONAL REQUIREMENTS CONTINUED ON THE REVERSE SIDE OF THIS FORM

PROVIDER CERTIFICATION

By signing this form, I certify that I will follow the procedures outlined in this notification for child care providers registered with the state of Missouri.

The information which I provided to the Division is accurate and complete.

If I have further questions regarding these procedures and/or the terms of this agreement, I have the right to contact a Division representative for clarification prior to signing this form.

I also understand that failure to comply with the conditions of this notification may result in termination of my registration and ineligibility for state and federal child care payments.

I acknowledge that I have received a signed and dated copy of this agreement.

PROVIDER SIGNATURE

DATE

PARENT SIGNATURE

DATE

DIVISION DESIGNEE SIGNATURE

DATE

CASEWORKER/CASE MANAGER

COUNTY

LOAD


MO 88S-2917 (5-02)

DISTRIBUTION: WHITE - AGENCY; CANARY - PROVIDER; PINK - PARENT/CARETAKER

IM-33
RETAIN: PERMANENT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

• Child Care Provider Agreement Form (continued)

|  MISSOURI DEPARTMENT OF SOCIAL SERVICES DIVISION OF FAMILY SERVICES CHILD CARE PROVIDER AGREEMENT | | DFS USE ONLY | | | | | | | | | | | | |
|---|-------------------------------|---------------------|------------------|-------------------------------|-----------|--------------------|---------------|-----------------------|------------------|----------------------------|---------------|--------------|----------------|--|
| | | PROVIDER NAME | | | | | | | | | | | | |
| | | PROVIDER D/VN | | | | | | | | | | | | |
| CHILD CARE PROVIDER BILLING REQUIREMENTS CONTINUED | | | | | | | | | | | | | | |
| <p>Collect the sliding fee charge from families required to pay it according to the authorization notification.</p> <p>Complete an invoice sent to them by the Division. This invoice allows the provider to bill the Division for child care services rendered to eligible children.</p> <p>Submit invoices for one entire month of care on the first of the month after care was provided.</p> <p>Accept payment from the Division on behalf of eligible families and children which is made the month after child care services were rendered, or, Within thirty days of receipt of the billing invoice, if the invoice was not received at the Division in a timely manner.</p> <p>Complete the attendance log on a daily basis and send it with the billing invoice.</p> <p>Bill the Division only for services that are authorized by the Division.</p> <p>The provider may not charge for more than eleven (11) holidays per state fiscal year which occurs July 1, through June 30.</p> <p>In order to claim a day as a holiday, it must be a day that the provider would have normally been open for business and care was not provided only due to the holiday. A holiday or provider vacation day may be claimed for any one of the standard legal holidays or any substitution of the provider's choice.</p> <p>A provider will not be paid for more than eleven (11) holidays/vacation days in any given fiscal year.</p> <p>Standard legal holidays listed by state fiscal year:</p> <table border="0"><tbody><tr><td>Independence Day</td><td>Martin Luther King's Birthday</td></tr><tr><td>Labor Day</td><td>Lincoln's Birthday</td></tr><tr><td>Veteran's Day</td><td>Washington's Birthday</td></tr><tr><td>Thanksgiving Day</td><td>Harry S. Truman's Birthday</td></tr><tr><td>Christmas Day</td><td>Memorial Day</td></tr><tr><td>New Year's Day</td><td></td></tr></tbody></table> <p>The provider may claim a total of five (5) child absences or holidays per month for those children who are authorized for five days of care per week.</p> <p>The provider may claim a total of three (3) child absences or holidays per month for those children authorized for less than five days per week.</p> <p>Absences and holidays are paid for days the child would normally be in care.</p> <p>Absences and holidays will not be paid for any days after a child has left your care.</p> | | | Independence Day | Martin Luther King's Birthday | Labor Day | Lincoln's Birthday | Veteran's Day | Washington's Birthday | Thanksgiving Day | Harry S. Truman's Birthday | Christmas Day | Memorial Day | New Year's Day | |
| Independence Day | Martin Luther King's Birthday | | | | | | | | | | | | | |
| Labor Day | Lincoln's Birthday | | | | | | | | | | | | | |
| Veteran's Day | Washington's Birthday | | | | | | | | | | | | | |
| Thanksgiving Day | Harry S. Truman's Birthday | | | | | | | | | | | | | |
| Christmas Day | Memorial Day | | | | | | | | | | | | | |
| New Year's Day | | | | | | | | | | | | | | |
| CHILD CARE PROVIDER REPORTING REQUIREMENTS | | | | | | | | | | | | | | |
| <p>The PROVIDER agrees to:</p> <p>Report changes to the local Division office, such as:</p> <ul style="list-style-type: none">Changes in the provider's address,Changes in the provider's status with Missouri Department of Health,Changes in the provider's eligibility for tiered payments such as accreditation, disproportionate share, and care of a child with special needs,Changes in the provider's rates for care,Children not attending care as authorized or those that have left care without notice. <p>Notify the parents and the Division if the facility closes or if the provider chooses to discontinue service to any family.</p> <p>The DIVISION agrees to:</p> <ul style="list-style-type: none">Issue payments to valid providers for services in which the child is eligible, authorized and received.Issue tiered payments to a provider for evening/weekend care, accreditation, disproportionate share, and care of a child with special needs.Give technical assistance to the child care provider in completing the billing invoice.Give clarification of this agreement when requested by either the family or provider.Offer professional development opportunities to child care providers on a non-discriminatory basis. | | | | | | | | | | | | | | |

MO 886-2917 (5-99) DISTRIBUTION: WHITE - AGENCY; CANARY - PROVIDER; PINK - PARENT/CARETAKER IM-93
RETAIN PERMANENT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

• Child Care Voucher Participant Agreement Information Form Attachment 3.1.1(7)

As a child care provider, you may qualify to receive payment directly from the Division of Family Services (DFS) for child care services you provide for the child named on the enclosed Child Care Voucher Participant Agreement Form, if this child is determined eligible by DFS to receive subsidized child care.

If you agree to accept state payment for this child, and the child is determined eligible by DFS for subsidized child care:

1. **AGREEMENT:** You will sign and return to DFS the enclosed Child Care Voucher Participant Agreement and certain registration and health and safety forms, if required.
2. **PAYMENT:** The state will pay you directly up to the geographic state maximum for your area which is shown on the enclosed child care rate chart, less and sliding fee the family may be required to pay.
3. **SLIDING FEE:** Some families may be required to pay a portion of the child care fee. The portion the family is required to pay is called the "sliding fee". This fee is based on the family's gross monthly income.
4. **AUTHORIZATION LETTER:** If the family's application is approved, you will receive an authorization letter verifying that the child is eligible and for what services. If changes occur, you will be sent a new authorization letter notifying you of the changes in service for which the child is authorized.
5. **ATTENDANCE SHEETS:** The county DFS office will provide you with a supply of attendance sheets. You will record the days and hours that you care for the child, co-sign the form with the child's parent/guardian and submit the attendance sheet, along with an invoice, to DFS each month.
6. **INVOICE:** You will receive an invoice at the end of each month, which you will complete, based the child's attendance, and submits to DFS for payment.

NOTE: Money received through child care vouchers will be reported to the Internal Revenue Service (IRS) as income to you. At the end of each year, you will receive a 1099 tax form to use when filing your income tax return.

AGREEMENT: If you are willing to comply with the terms of the enclosed Child Care Voucher Participant Agreement, you and the child's parent/guardian must co-sign the agreement and return the original, signed agreement to your DFS Office.

If you have not previously completed and submitted the IM-91, Child Care Provider Registration Form to the local DFS office, you must do so prior to receiving payment. Your Child Care Voucher Participant Agreement will indicate if an IM-91 is required.

Certain child care programs require that the child care provider meet additional requirements in order to receive payment for services. You may be required to meet certain minimum certain minimum health and safety standards. If so, your Child Care Voucher Participant Agreement will indicate if you must complete and return the IM-92, Child Care Provider Health and Safety Requirements Form.

Failure to return the IM-92 immediately to the county office may delay payment or cause ineligibility for payment.

PAYMENT: The state has set maximum payment rates based on the county in which your facility is located. Maximum payment rates are based on the age of the child, the hours the child needs care, the type of facility you operate, and the county in which your child care facility is located. You do not, however, automatically receive the state maximum. If you charge less than the state the state maximum, you will receive payment based on the rate you actually charge. You will be paid at the rate shown on the enclosed child care rate chart or the amount you actually charge for care, whichever is less, minus any sliding payment from the parent/guardian (see below). If you charge more than the state maximum payment, it will be your responsibility to negotiate this extra payment with the family in the form of a co-payment.

EXAMPLE: You charge \$9.00 per day. The state maximum is \$6.00 per day. The family is not required to pay a sliding fee. The State will send you a check for \$6.00. You will negotiate payment with the family for the \$3.00 co payment. The co-payment is the amount you charge minus the state payments.

SLIDING FEE: In some situations, the family may be required to pay a sliding fee, based on income, in addition to the state payment. If so, the authorization letter states the amount the family is required to pay. It will be your responsibility to collect the family's sliding fee portion of the payment.

EXAMPLE 1: John Smith is authorized for full day care, 5 days per week from 01/01/92 through 12/31/92. The following daily rates apply: Provider Charge - \$10.00, Sliding Fee - \$.75, State Pay - - \$9.25.

EXAMPLE 2: You charge \$8.00 per day. The state maximum is \$5.00 per day. The family's sliding fee is \$1.00 per day. The state will send you a check for \$4.00 which is the \$5.00 state maximum minus the family's sliding fee. You will negotiate payment with the family for the \$1.00 sliding fee plus the \$3.00 co-payment. In this instance, the co-payment is the amount you charge minus the total of the state payment and the client's sliding fee.

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

• **Child Care Voucher Participant Agreement Information Form,(continued)**

AUTHORIZATION LETTER: DFS will notify you when and if the child is determined eligible for services by way of an authorization letter. This authorization letter states the services for which the child is authorized and the rates DFS will pay you for providing these services. If changes occur in services provided, you will be sent a new authorization letter notifying you of these changes.

The authorization letter will tell you , by way of a 8-digit service authorization code, what services the child is authorized for.

The first digit tells you whether the child is approved for family home (f), group home (G), or center based (C) child care.

The second and third digits tell you the age group under which the child has been approved -- infant under age 2 (IN); preschool ages 2 up to, but not including, age 5, 5 hours of care per day; or (P) part-day, at least 1/2 up to, but not including, 3 hours of care per day.

The fifth digit tells you if the child is approved on a (W) weekly, (M) monthly, or (S) single service basis. The last 3 digits tell you how many days per service period the child is authorized.

Payment will not be made for a higher rate of care than a child is authorized. For example, if a child is only authorized for half day care and the child is there for a full day, payment will be made at the half day rate unless prior agreement has been obtained from the DFS child care worker for occasional full day care.

EXAMPLE 1: A three-year old is authorized for full day care with a family home child care provider. This child's service authorization code is FPSF W005 for Family PreSchool full day care 5 days per week.

EXAMPLE 2: A 7 year old is authorized for part day care with a center based provider. This child's service authorization code is CSAP M020 for Center School Age Part day care, 20 days per Month.

ATTENDANCE SHEETS: If you choose to accept vouchers, you will receive a supply of attendance sheets to keep track of when care is provided. Complete the attendance sheet on a daily basis and have the parent sign the attendance sheet each month on the last day service is provided for that month. Payment is obtained by submitting the original form, co-signed by both you and the parent/guardian, at the end of each month, along with the child care invoice (see below), to the Division of Family Services office in the county in which the child resides.

INVOICE: During the 1st week of each month, you will receive an invoice on which you enter the days of services you provided, during that month. This invoice is completed based on the child's attendance sheet for that month. You must return this form to the local Division of Family Services Office as soon as possible after the end of each service month.

Payment is issued on the first of three monthly child care payrolls following receipt of your invoice. Closing dates for the three payrolls are the fourth, ninth, and fourteenth working days of each month. Checks are issued approximately one week after the payroll closing date.

GENERAL INFORMATION: The advantage of the Child Care Voucher Program to you, as a child care provider, is that if you meet the requirement set forth in this letter by completing and returning the appropriate forms, and if the child is determined eligible for services payment for this child's care, at the rate indicated is assured by the State within program guidelines.

If you agree to accept this child into care if the child is determined eligible for subsidized care, and if you and the child's parent(s) agree to the conditions listed on the enclosed Child Care voucher Participant Agreement, sign the Child Care Voucher Participant Agreement form and return the original to the DFS office at the address listed on the agreement. Both the provider and the parent/caretaker should keep a copy of the agreement form for their records.

If you have questions regarding our child care program in general or the child care voucher program, please contact our officer at the address indicated on the enclosed Child Care Voucher Participant Agreement.

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

Attachment 3.1.1(8)



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
FAMILY CARE SAFETY REGISTRY

DEPARTMENT OF SOCIAL SERVICES CHILD CARE PROVIDER REGISTRATION
BACKGROUND SCREENING REQUEST

FCSR USE ONLY

1.3 IMPORTANT – PROVIDER & EVERYONE IN THE PROVIDER'S HOUSEHOLD OVER 17 YEARS OLD MUST EACH COMPLETE AND SUBMIT THEIR OWN COPY OF THIS FORM *** DO NOT REGISTER MORE THAN ONE PERSON PER

1.4 SECTION A: ENTER THE NAME OF THE DSS REGISTERED CHILD CARE PROVIDER (TYPE OR PRINT CLEARLY)

1.5 SECTION B: IDENTIFYING DATA FOR BACKGROUND SCREENING – PLEASE TYPE OR PRINT CLEARLY

| | | | | |
|---|---------------|--|---------------------------------|--------|
| LAST NAME | FIRST NAME | MIDDLE NAME | MAIDEN NAME | |
| PRIOR NAMES USED | | | | |
| SOCIAL SECURITY NUMBER (ATTACH COPY OF SOCIAL SECURITY CARD) - - | DATE OF BIRTH | GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | TELEPHONE NO. (optional) () | |
| HOME MAILING ADDRESS (EMPLOYER'S ADDRESS NOT ACCEPTED) | | | | |
| STREET ADDRESS OR POST OFFICE BOX | CITY | STATE | ZIP CODE | COUNTY |

2 SECTION C: AUTHORIZATION TO RELEASE BACKGROUND SCREENING INFORMATION

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required form. I grant my permission for the Missouri Department of Health and Senior Services to obtain any and all background information authorized by 210.900 to 210.936, RSMo., to process this request. Furthermore, I authorize the Missouri Department of Health and Senior Services to release the fact that I am a registrant in the Family Care Safety Registry and any related background information contained in the Family Care Safety Registry to the requester for employment purposes only, as provided in §210.921, subsection 1, subdivisions (1) and (2), RSMo. For purposes of the Family Care Safety Registry, "employment purposes" includes direct employer-employee relationships, prospective employer-employee relationships, and screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child-care, elder-care or personal care setting. I understand and agree that if I dispute the information contained in the Family Care Safety Registry I have the right to appeal the accuracy in the transfer of information to the FCSR within thirty (30) days of receiving the results of the background screening determination.

| | |
|---|------|
| SIGNATURE OF APPLICANT (REQUIRED IN INK) ▶ | DATE |
|---|------|

SECTION D: REQUEST FOR PROVIDER OR HOUSEHOLD MEMBER BACKGROUND INFORMATION (TO BE COMPLETED FOR NEW REGISTRANTS ONLY. DUPLICATES WILL BE RETURNED)

I certify that my request for background information on the individual identified in Section B of this form is for employment purposes only. For purposes of the Family Care Safety Registry (FCSR), "employment purposes" includes direct employer-employee relationships, prospective employer-employee relationships, and screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child-care, elder-care or personal care setting. In the event that the background screening performed upon the individual identified in Section B of this form indicates that there is information identified in any of the sources checked by the FCSR, I request that the specific information related to this finding be provided to me. I have read and understand the following: 1) FCSR information provided consists only of information relative to the State of Missouri and does not include information from other states or information that may be available from other states; 2) any person who uses the information obtained from the FCSR for any purpose other than that specifically provided for in sections 210.900 to 210.936, RSMo., is guilty of a class B misdemeanor, and 3) when any FCSR information is disclosed the Department of Health and Senior Services will not release the name and address of the individual making the request.

| |
|---|
| AUTHORIZED SIGNATURE OFFICE OF EARLY CHILDHOOD (AUTHORIZED SIGNATURE ON FILE) |
| DSS COUNTY OFFICE |

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07

IMPORTANT

- Individuals are required to register one-time only
- Contact 1-866-422-6872 (toll-free) if you have questions on how to complete this form
- Read back of form for instructions and important information
- Send completed registration form, a copy of social security card and, for those required, a \$5.00 check or money order made payable to:

Missouri Department of Health and Senior Services
Attn – Fee Receipts Unit
P.O. Box 570
Jefferson City, MO 65102

MO 580-2421 (DSS)

WHAT IS THE FAMILY CARE SAFETY REGISTRY?

The Family Care Safety Registry (FCSR), administered by the Missouri Department of Health and Senior Services, provides families and other employers with a method to obtain background screening information. The Registry, through various state agencies, offers several resources to screen child-care, elder-care and personal care workers and child-care and elder-care providers:

1. State criminal history information maintained by the Missouri State Highway Patrol
2. Sex Offender Registry information maintained by the Missouri State Highway Patrol
3. Child abuse/neglect records, maintained by the Department of Social Services
4. The Employee Disqualification List, maintained by the Department of Health and Senior Services
5. The Employee Disqualification Registry maintained by the Department of Mental Health
6. Child-care facility licensing records, maintained by the Department of Health and Senior Services
7. Foster parent, residential care facility, and child placing agency licensing records, maintained by Department of Social Services
8. Residential living facility and nursing home licensing records, maintained by the Department of Health and Senior Services

2.1 WHO HAS TO REGISTER?

Any person hired on or after January 1, 2001, as a child-care worker or elder-care worker, or hired on or after January 1, 2002 as a personal care worker, as defined in §210.900, subsection 2, RSMo, is required to make application for registration in the Family Care Safety Registry within fifteen (15) days of the beginning of employment. **Such person who fails to submit a completed registration form to the Department of Health and Senior Services without good cause, as determined by the department, is guilty of a class B misdemeanor.**

HOW DO I COMPLETE THE REGISTRATION FORM?

Section A: Provider Name – List the name of the Department of Social Services registered child care provider.

Section B: Provider and Household Member – List your full name, social security number, and date of birth. The provider, and every member of the household over 17 years old, must complete and submit a separate DEPARTMENT OF SOCIAL SERVICES CHILD CARE PROVIDER REGISTRATION BACKGROUND SCREENING REQUEST.

Section C: Authorization to Release Background Check Information - Sign and date the registration form. Your signature will authorize the Family Care Safety Registry to conduct the background screening outlined in §210.903.2, RSMo and to provide the information to requestors for "employment purposes", as provided in §210.921.1, RSMo.

Section D: Request for Provider or Household Member Background Screening Information - Per §210.903.2, RSMo "employment purposes" includes "screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child-care"..."setting." The Office of Early Childhood has a signature on file with the Family Care Safety Registry. This signature certifies that the request for background information is for employment purposes only. The requestor understands that the information provided is relative to the state of Missouri only and does not include any other information on file with another state, that the registrant will be notified in writing that a request has been received and requestor's name and information provided to the employer identified in this section, and that any person who misuses the information is guilty of a class B misdemeanor including the specific background screening information.

WHERE DO I SEND MY REGISTRATION FORM?

Send your completed registration form, a photocopy of your social security card and a \$5.00 check or money order FOR EACH FORM SUBMITTED to the Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO, 65102. If you have questions about this form or the Family Care Safety Registry, please call the Registry using the toll-free telephone number, 1-866-422-6872. If you have questions about registration with the Department of Social Services in order to receive payment for services provided to families receiving child care assistance, contact your local Family Support Division Office.

WHEN WILL I KNOW THE RESULTS OF MY BACKGROUND CHECK?

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After the background screening has been completed, you will be notified in writing of the results that will be recorded in the Family Care Safety Registry. You will also be notified in writing each time background screening information is provided. The notification will contain the name and address of the person who made the request and the background information disclosed. The person making the request will be informed that information will be released for employment purposes only as defined pursuant to §210.921.1, RSMo. **Any person using Registry information for any other purpose is guilty of a class B misdemeanor.** Prior to disclosing information, the Registry obtains the name and address of the person calling, and determines that the request is for employment or regulatory purposes. To ensure you receive these notifications, it will be important for you to notify the Family Care Safety Registry when you have a change in your mailing address. You can send address changes to Family Care Safety Registry, P.O. Box 570, Jefferson City, MO, 65102. State agencies can request information for licensure or regulatory purposes. Child care providers applying for registration for subsidy payments from the Family Support Division fall into this category. They are self-employed, and have applied to enter into a payment agreement with the Department of Social Services. This information is also reported to the Internal Revenue Service (IRS). Contact the IRS at 1-800-829-1040 for answers to your tax related questions.

WHAT IF I DON'T AGREE WITH THE RESULTS OF MY BACKGROUND CHECK?

*Pursuant to §210.912, RSMo, you have the right to appeal the information transferred onto the Family Care Safety Registry. Your right to appeal is limited only to the accuracy in the **transfer** of information from the state agency that maintains the background information (see list of agencies, above) and does not include a right to appeal the accuracy of the **substance** of the information transferred. An appeal needs to be filed in writing at the Office of the Director, Missouri Department of Health and Senior Services, P.O. Box 570, Jefferson City, MO, 65102, within 30 days of receiving the results of the background screening determination. An administrative appeal shall be set within 30 days of the filing of the appeal and a decision shall be made within 60 days. This right to appeal is in addition to any other appeal rights granted by state law. **If you wish to appeal the decision made by the Department of Social Services on your application for registration for subsidy child care, you must contact your local Family Support Division Office.***

WHAT INFORMATION WILL BE DISCLOSED BY THE FAMILY CARE SAFETY REGISTRY?

*Disclosure of background information on a person registered in the Family Care Safety Registry is limited. A FCSR worker will first confirm whether the person in question is registered. If the person is registered, the FCSR will then disclose whether the person's name is listed in any of the background checks pursuant to §210.903, subsection 2, RSMo, and if so, which one. **Specific information will be disclosed by the FCSR to agencies licensed by the state of Missouri by phone, fax or mail.** Family Care Safe Registry applications for the purposes of registration for a payment agreement with the Department of Social Services, will generate detailed information directly to the Office of Early Childhood.*

MO 580-2421 (DSS)

3 State Maximum Daily Child Care Rate Chart For Block Grant Child Care Effective October 1, 1998

| Infant Care | | | |
|-----------------------------|---|--|---------------|
| | Metro | Sub-Metro | Rest Of State |
| Type Of Care By Facility | Boone, Cass, Clay, Franklin, Greene, Jackson, Jefferson, Johnson, Lafayette, Platte, Ray, St Charles, St Louis City, St Louis County | Buchanan, Christian, Jasper, Newton | |
| Center Infant Full | 25.75 | 17.95 | 14.00 |
| Center Infant Half | 18.08 | 15.50 | 8.00 |
| Center Infant Part | 15.25 | 14.00 | 6.00 |
| Group Infant Full | 19.00 | 13.00 | 12.00 |
| Group Infant Half | 15.00 | 8.00 | 8.00 |
| Group Infant Part | 15.00 | 7.75 | 5.00 |
| Family Infant Full | 15.00 | 13.00 | 10.00 |
| Family Infant Half | 9.75 | 8.00 | 6.50 |
| Family Infant Part | 5.00 | 4.64 | 4.64 |

| Pre-School And School-Age Care | | | | | | | |
|--------------------------------|---|---|----------------------|-------------------|-------|----------|---------------------|
| Type Of Care By Facility | Franklin, Jefferson, St Charles, St Louis City, St Louis County | Cass, Clay, Jackson, Johnson, Lafayette, Platte, Ray | Christian, Greene | Jasper, Newton | Boone | Buchanan | Rest Of State |
| Center Pre-School Full | 15.30 | 15.00 | 12.00 | 9.88 | 15.30 | 12.63 | 10.00 |
| Center Pre-School Half | 9.90 | 9.90 | 8.00 | 7.26 | 9.90 | 7.90 | 6.00 |
| Center Pre-School Part | 6.90 | 6.90 | 5.00 | 4.50 | 6.90 | 4.65 | 4.00 |

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| | | | | | | | |
|------------------------|-------|-------|-------|-------|-------|-------|------|
| Center School-Age Full | 15.00 | 12.85 | 11.50 | 10.80 | 15.30 | 11.40 | 9.19 |
| Center School-Age Half | 9.90 | 9.90 | 8.00 | 7.01 | 9.90 | 8.50 | 6.00 |
| Center School-Age Part | 6.90 | 6.90 | 5.00 | 4.00 | 6.10 | 4.75 | 4.00 |
| Group Pre-School Full | 13.00 | 12.00 | 10.00 | 9.00 | 12.00 | 10.00 | 8.75 |
| Group Pre-School Half | 8.00 | 7.25 | 6.50 | 6.00 | 8.00 | 6.00 | 6.00 |
| Group Pre-School Part | 5.00 | 4.13 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Group School-Age Full | 12.00 | 10.00 | 10.00 | 8.75 | 12.00 | 10.00 | 8.75 |
| Group School-Age Half | 8.00 | 7.00 | 6.00 | 6.00 | 8.00 | 6.00 | 6.00 |
| Group School-Age Part | 5.00 | 5.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Family Pre-School Full | 13.00 | 12.00 | 10.00 | 9.00 | 12.00 | 10.00 | 8.75 |
| Family Pre-School Half | 8.00 | 7.25 | 6.50 | 6.00 | 8.00 | 6.00 | 6.00 |
| Family Pre-School Part | 5.00 | 4.13 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Family School-Age Full | 12.00 | 10.00 | 10.00 | 8.75 | 12.00 | 10.00 | 8.75 |
| Family School-Age Half | 8.00 | 7.00 | 6.00 | 6.00 | 8.00 | 6.00 | 6.00 |
| Family School-Age Part | 5.00 | 5.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |

MARKET RATE SURVEY SENT TO CHILD CARE PROVIDERS

CHILD CARE MARKET RATE SURVEY

1. Which type(s) of child care do you provide? (Circle all that apply.)
 - A. Full-day care (5 or more hours per day)
 - B. Half-day care (at least 3 hours, but less than 5 hours per day)
 - C. Part-day care (at least 1½ hours, but less than 3 hours per day)
2. Indicate below the **DAILY** rate that you charge parents for **ONE** child before multi-child discounts are applied. For this question and question number four, show the amount you would normally charge for a child who does **NOT** receive state subsidy. Do **NOT** include enhancement payments you receive from the state for accreditation, disproportionate share, or special needs. (If you charge by the week, divide by 5 to obtain the daily rate. If you charge by the month, divide by 22 to obtain the daily rate. If you charge by the hour, multiply the hourly rate by the number of hours per day that care is provided.)

Complete the boxes only for the care that you provide.

REGULAR DAYTIME RATES

| | Number of children enrolled by age group | Full-Day Rate per Child (5 or more hours) | Half-Day Rate per Child (3-5 hours) | Part-Day Rate per Child (less than 3 hours) |
|-----------------------------------|--|---|---|---|
| Infant/Toddler (under 2 years) | | | | |
| Preschool (2 to 5 years) | | | | |
| School Age (5 years & over) | | | | |

3. Do you provide evening or weekend care? A. Yes B. No
4. If you answered “yes” to question 3, please report your rates below, following the directions for question 2.

EVENING/WEEKEND RATES

| | Number of children enrolled by age group | Full-Day Rate per Child (5 or more hours) | Half-Day Rate per Child (3-5 hours) | Part-Day Rate per Child (less than 3 hours) |
|-----------------------------------|--|---|---|--|
| Infant/Toddler (under 2 years) | | | | |
| Preschool (2 to 5 years) | | | | |
| School Age (5 years & over) | | | | |

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5. Where do you provide child care? (Circle only one.)
- A. My residence B. Church-based facility C. School-based facility
D. Child's home E. Other location
6. Do you give discounts for caring for more than one child in the family?
- A. Yes B. No
7. Are you accredited by a nationally-recognized accrediting organization?
- A. Yes B. No
8. Do you accept subsidy payments from the state? A. Yes B. No
9. Do you have any staff or partners that assist you on a regular basis?
- A. Yes B. No

Please check the boxes that represent positions within your facility:

CENTER AND GROUP HOMES

- ☐ EXECUTIVE DIRECTOR
☐ PROGRAM DIRECTOR
☐ ASSISTANT DIRECTOR
☐ SUPERVISOR/SITE MANAGER OR COORDINATOR
☐ OWNER
☐ LEAD TEACHER
☐ CO-TEACHER
☐ ASSISTANT TEACHER
☐ TEACHER'S AIDE

FAMILY HOMES

- ☐ OWNER/DIRECTOR
☐ LEAD TEACHER
☐ CO-TEACHER
☐ ASSISTANT TEACHER
☐ TEACHER'S AIDE

-
- Executive Director is responsible for program administration, planning, development, and may be responsible for the management of more than one child care facility.
 - Program Director, Assistant Director, Supervisor/Manager/Site Coordinator position is responsible for program administration, planning and development, and on-site supervision at least 30 hours a week.
 - Group- or Family-Home Owner/Director is responsible for every aspect of the program, including: program administration, planning the learning environment and curriculum, documenting child observations and assessments, partnering with families and community members and organizations, and educating children/youth.
 - Lead/Head Teacher or Co-Teacher is responsible for a child or group of children/youth, implements the curriculum, documents child/youth observations and assessments, and works with families and community partners. May be responsible for some management, curriculum & planning tasks and/or assumes charge if a director is temporarily absent from the center/program.
 - Assistant Teacher or Teacher's Aide supports lead teacher in carrying out the program's learning environment and curriculum; also in charge of a child or a group of children/youth.
10. What is the average salary at your facility for the following positions?
- (Circle one)
- A. Executive Director \$ _____ per Hour per Week per Month
B. Program/Asst. Director,

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| | | | | | |
|----|---|----------|----------|----------|-----------|
| | Sup./Mgr./Site Coordinator | \$ _____ | per Hour | per Week | per Month |
| C. | Group-or Family-Home Owner/Director, | \$ _____ | per Hour | per Week | per Month |
| D. | Lead/Head Teacher, Co-Teacher | \$ _____ | per Hour | per Week | per Month |
| E. | Asst. Teacher/Teacher's Aide | \$ _____ | per Hour | per Week | per Month |

11. Have you ever called the Family Support Division Information Line (1-800-392-1261)?

A. Yes

B. No

(If you answered "yes" to the above question, please complete questions 12 and 13. If you answered "no" to the above question, please skip to question 15.)

12. Was the Info Line easy to use? A. Yes B. No

13. Was the Info Line helpful? A. Yes B. No

14. If you answered "no" to question 12 or 13, please explain.

15. Do you have any suggestions for ways in which the Department of Social Services could serve you better?

Missouri Child Care Policy Manual Pages:

1210.025.00 INCOME ELIGIBILITY GUIDELINES

Income eligibility for child care exists when the adjusted gross income does not exceed the maximum based on the household size. The income maximums are listed on the IM-4CC Attachments Child Care Income Eligibility Guidelines and Sliding Fee Chart.

1210.025.05 BUDGETING PROCESS

Determine household eligibility by deducting qualified income deductions, from gross income. (Refer to Deductions from Gross Income in 1210.025.15 and Computing Gross Income in subsection 1210.025.05.05).

If the household income is below the sliding fee scale maximums, the family is eligible.

If the household's adjusted gross income exceeds the sliding fee scale maximums, the family is ineligible for Child Care.

1210.025.05.05 COMPUTING MONTHLY GROSS INCOME

'Monthly gross income' means the average monthly amount of total income received by all members of the family unit before deductions. This total gross income amount should include income from all sources including, but not limited to: wages, adjusted gross income from self-employment, adjusted gross income from farm income, social security, dividends, interest, etc.

1210.025.05.10 CONVERTING INCOME

Convert income to a monthly amount when income is received on a less than monthly basis. Multiply income received on a weekly basis by 4.333 to determine monthly income. Multiply income received every two weeks by 2.166. Multiply income received on a semi-monthly basis (twice a month) by two.

In computing the monthly income amount, it is important to carefully evaluate the period of time that income is intended to cover. For example, a check received at the beginning of the month may be income for the entire month. A teacher receiving a yearly salary has income for the entire year. Additions are not made for income received during the summer months. If a person's employment ends, s/he is considered to have income until the date on which he would have received his next regular paycheck had he continued working.

After the average monthly amount from each income source is determined, the total monthly gross amount must be established by totaling income from each source. This total is to include income received from all members of the family unit.

1210.025.05.15 UNEARNED INCOME

Unearned income for all members of the family unit is considered in determining monthly gross income. (See Exclusions from Monthly Gross Income, 1210.025.10.)

NOTE: Temporary Assistance grants and Child Support payments are considered part of the family unit's gross income.

1210.025.05.20 IRREGULAR OR SPORADIC INCOME

If the household has been receiving irregular or sporadic earned or unearned income over a period of one (1) year or more, divide the income received over the last twelve (12) months by twelve (12) to arrive at a monthly amount.

If the household has been receiving irregular or sporadic earned or unearned income for a period of less than one (1) year, average the amount of income during this period.

If the family's current income shows a substantial increase or decrease, a representative period of the irregular or sporadic income should be used to determine the average monthly amount. During the authorized child care eligibility period, it is the household's responsibility to inform DFS of changes in income.

1210.025.05.25 INCOME FROM SELF-EMPLOYMENT

For self-employed households, income is computed as follows:

1. If the participant has been self-employed for one (1) year or more, divide the income received over the last 12 months by 12 to arrive at a monthly amount.
2. If the participant has been self-employed for less than one (1) year, average the amount of self-employed income over the period of time the business has been in operation to arrive at a monthly amount.
3. If the current monthly amount does not reflect the household's normal monthly income because of a substantial increase or decrease in business, use a representative period of earnings to determine the household's average monthly earnings.

1210.025.05.30 DEDUCTIONS FROM SELF-EMPLOYMENT INCOME

Consider and subtract the following overhead expenses from the gross income to arrive at an Adjusted Gross Income for self-employed households.

1. **BOARDERS - Food** - allow the monthly Food Stamp issuance amount for a one-person household per each boarder.
2. **SALES** - The cost of operation of a vehicle (current state reimbursement rate), and the cost of supplies (as paid).

3. JOB RELATED COSTS - For the person furnishing his/her own tools, equipment, transportation, etc. The cost, as paid, is an allowable deduction.

4. FARM INCOME - The cost (as paid) of feed, seed, fertilizers, tools, equipment repair and replacement, labor, cost of operation for farm machinery, shipping costs, custom work, and land rental or ownership costs.

5. BUSINESS INCOME - The cost (as paid) of tools, equipment repair and replacement, labor, cost of operation of equipment, purchase of materials, supplies, or stock of goods, rental or ownership costs and utilities on separate business establishment, and subcontracting cost.

6. INCOME PRODUCING PROPERTY - Cost (as paid) of ownership (mortgage or contract payment, taxes, insurance, repairs), utilities, labor, and supplies.

1210.025.05.35 MILITARY INCOME

The amount of military income sent to the family unit from a family member stationed away from the residence of the family unit is counted as gross income to the family.

The military family member stationed away from the residence, is not counted in determining household size.

1210.025.10 EXCLUSIONS FROM MONTHLY INCOME

The next six sections, 1210.025.10.05 through 1210.025.10.30, list types and sources of income that are excluded from determining the household's gross monthly income.

1210.025.10.05 BENEFITS FROM ANOTHER AGENCY

1. Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
2. Any benefits received under Title VII, Nutrition Program for the Elderly, for the Older Americans Act of 1965, as amended.
3. Adoption Subsidy (AS) Maintenance Payment.
4. Death benefits such as OASDI, VA, Railroad, or other burial Benefits.
5. Burial benefits are exempt. Budget regular monthly survivor's benefits.

6. Incentive payments and supportive services, including direct reimbursements for child care, received through case management services from DFS staff or outside case management agencies.

7. Vocational Rehabilitation: Payments made for maintenance, transportation, tuition, fees, etc., in connection with a claimant participating in training or school attendance are excluded. If the participant receives payment specifically designated for child care expense, budget as income.

8. Veterans Education Assistance: That portion which is for the 'student' and is actually used for items such as tuition, books, fees, equipment, transportation for school, etc., shall be excluded. That portion designated for maintenance and child care expense shall be included as income.

9. Job Training Partnership Act (JTPA): Participants may receive one or more of the following types of payments:

- Wages: Budget wages as earned income unless received by a dependent child.
- Supportive Services: Supportive Services are excluded, except those specifically designated for child care expense.
- Compensation in Lieu of Wages: If received by a child, this compensation. If received by an adult household member, or an emancipated minor, count as income.
- Need Based Payments: If used for the living expenses of an adult or emancipated minor, they are counted as income. If they are designated for a specific purpose or in-kind assistance, they are excluded. If a child receives them they are excluded.

10. Job Corps: Participants receive living allowances and readjustment allowance. They may also receive an allowance for training related expenses. If a child is in Job Corps, both of the allowances and the training related expenses are excluded.

If an adult or an emancipated minor is in Job Corps, income is as follows:

- Living Allowance is excluded.
- Readjustment Allowance is not treated as income while it remains in a fund.
- When the participant accesses the Readjustment Allowance, it is counted as income.
- Training Related Expenses are excluded, except those specifically designated for child care expense.

NOTE: When a guardian receives a Readjustment Allowance for a Jobs Corps participant for the purpose of assisting in the care of a child, it is called an 'Allotment' and it shall be counted as income.

11. Income received by volunteers for services performed in programs stipulated in the Domestic Volunteer Services Act of 1973, Public Law 93-113, is excluded. Programs include the Retired Senior Volunteer Program, the Foster Grandparent Program, Older American Community Service Program, Service Corp. of Retired Executives, University Year for Action

Volunteers (UYA), and Volunteers in Service to America (VISTA) as administered by the Federal Domestic Volunteer Agency (ACTION).

12. Payments or allowances made under any Federal, State, or local laws for the purpose of energy assistance are excluded.

13. Income received by participants in projects carried out under Title V of the Older Americans Act is excluded.

14. Agent Orange benefits are excluded.

15. Supplemental Security Income (SSI) payments PASS income. Exclude SSI income and funds from an SSI Plan for Achieving Self-Support.

16. Foster Care payments (IV-E or HDN) are excluded.

1210.025.10.10 RESOURCE PAYMENTS

1. The following are considered resources. They are not counted when determining income.

2. Money from the sale of property, such as stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property in which case the new proceeds would be counted as income from self-employment.)

3. Withdrawals of bank deposits.

4. Capital gains, the profit resulting from the sale of capital investments such as stocks, real estate, etc.

5. Lump sum payments.

1210.025.10.15 MONETARY GIFTS AND SPECIAL INCOME CIRCUMSTANCES

Income received in certain circumstances and non-recurring cash gifts are excluded when determining the household's financial eligibility for child care assistance.

1. Monetary gifts received for holidays, birthdays, and, graduations, which do not exceed the Temporary Assistance Percentage of Need Standard for the assistance group in a month, are excluded from consideration when budgeting income of the household.
2. Earnings of children attending school are excluded as income to the child care family.
3. Income received as a payee/guardian for a non-household member is excluded.
4. Income of adult children of the parent, specified relative, or guardian is excluded.

1210.025.10.20 INCOME IN-KIND/NON-CASH INCOME

Some income, even though available, is not included in determining monthly gross income.

1. In-kind income is to be excluded in determining monthly gross income. In-kind income consists of any commodity, not in the form of cash, which is received by any member of the family unit. An example of income in-kind is meals supplied by an employer to a waitress.
2. The value of the coupon allotment under the Food Stamp Act of 1984 is excluded.
3. The value of supplemental food assistance under the Child Nutrition Act of 1966 and the special food service programs for children under National School Lunch Act, as amended is excluded.
4. Home produce used for household consumption is not counted as income.
5. Payments made directly to a vendor in behalf of a household member by a health or service agency (such as County Court, Division of Mental Health, etc.) are not considered as income unless these payments are specifically designated to pay child care expenses.
6. Rent or mortgage allowances from HUD are not considered income.
7. Funds withheld from any income source to repay an overpayment either voluntary or involuntary.
8. Missouri Senior Citizens' Tax Credit, which is based on individuals who rent or pay property tax, is not considered income.

9. Mandatory deductions from military pay for education purposes while the individual is enlisted are excluded.

1210.025.10.25 LOANS

1. Bona fide loans and grants, except that part of a grant designated for living expenses or child care, is an income exclusion.

2. Any grant or loan to a student for educational purposes made or insured under any program administered by the Commissioner of Education under the Higher Education Act is excluded. These programs of student assistance include:

- Basic Educational Opportunity Grants;
- Supplemental Educational Opportunity Grants;
- The College Work Study Program;
- National Direct Student Loans; and
- Guaranteed Student Loans.

1210.025.10.30 OTHER

This section lists unusual sources of income. Exclude income from these sources when determining eligibility for Child Care Assistance.

1. Any funds distributed per capita to, or held in trust for, members of any Indian tribe under Public Law 92-254, Section 7 of Public Law 93-134, Public Law 94-540, Section 4 of Public Law 97- 458, or Section 2 of Public Law 98-64.

2. Pursuant to section 15 of Public Law 100-241, exclusions include any of the following distributions from a Native Corporation established pursuant to the Alaska Native Claims Settlement Act (Public Law 92-203):

- Cash (including cash dividends on stock received from a Native Corporation) to the extent that it does not exceed \$2000 per individual per year.
- Stock (including stock issued or distributed by a Native Corporation as a dividend or distribution on stock).
- A partnership interest in land; or an interest in land received from a Native Corporation as a dividend or distribution on stock.
- Interests in a settlement trust.

3. Tax refunds, and Earned Income Tax Credit (EITC) advance payments and EITC refunds.

4. That portion of lump sum insurance payments, which are for a specific purpose such as medical bills, compensation for loss of resources, etc.
5. Reimbursements for past or future expenses, which do not exceed the actual expenses, do not represent a gain or benefit.
6. Charitable contributions received from non-profit organizations of \$300 or less.
7. The portion of a military retirement payment, which goes to an ex-spouse under a divorce decree property settlement, is not counted as income to a retiree.
8. When the President declares a disaster, any Federal major disaster relief and emergency assistance provided to individuals and families under the Disaster Relief Act as amended and comparable assistance provided by States, local Governments, and disaster assistance organizations under Public Law 100-107.
9. Restitution payments to the extent that the total does not exceed \$20,000.00, received by individuals of Japanese ancestry who were interned during World War II. These payments were authorized under section 105 of Public Law 100-383, the Civil Liberties Act of 1988.
10. Restitution payments under \$12,000, received by Aleuts who were interned during World War II. These payments were authorized under section 206 of Public Law 100-383, Aleutian and Pribilof Islands Restitution Act.
11. Payments received by an individual from the Radiation Exposure Compensation Act authorized by Public Law 101-426, enacted October 15, 1990.

1210.025.15 DEDUCTIONS FROM GROSS INCOME

Verify the cost of any monthly medical insurance premium. Allow the following deductions from the household's monthly gross income:

- Hospital/Physician insurance such as Blue Cross/Blue Shield,
- Dental/Vision insurance,
- Medicare Supplement policies,
- Cancer insurance,
- Nursing care, and,
- Other health insurance policies not included above.

Do not allow deductions for:

- Wage or income replacement policies,
- Accident policies,
- Life insurance policies,

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- Disability policies, and
- Burial insurance policies.

Deduct from gross income the cost of any medical insurance premium.

Deduct the cost of the medical insurance premium from the applicant's gross income. Compare the remaining amount to the sliding fee chart to determine eligibility and the daily sliding fee amount per child.

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Attachment 3.5.1

JULY 2005 CHILD CARE ELIGIBILITY LIMITS AND SLIDING FEE CHART

| | | | | | | | | | | SLIDING FEE CHART | | |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------------------------|----------------|----------------|
| | | | | | | | | | | DAILY COST PER CHILD IN CARE | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | FULL DAY | HALF DAY | PART DAY |
| 0-417 | 0-545 | 0-674 | 0-802 | 0-930 | 0-1058 | 0-1082 | 0-1106 | 0-1130 | 0-1154 | \$1.00 Per Year* | 1.00 Per Year* | 1.00 Per Year* |
| 418-500 | 546-654 | 675-808 | 803-962 | 931-1116 | 1059-1270 | 1083-1299 | 1107-1328 | 1131-1356 | 1155-1385 | \$ 0.50 | \$ 0.35 | \$ 0.25 |
| 501-583 | 655-763 | 809-943 | 963-1122 | 1117-1302 | 1271-1482 | 1300-1515 | 1329-1549 | 1357-1582 | 1386-1616 | \$ 0.75 | \$ 0.50 | \$ 0.35 |
| 584-667 | 764-872 | 944-1078 | 1123-1283 | 1303-1488 | 1483-1693 | 1516-1732 | 1550-1770 | 1583-1808 | 1617-1847 | \$ 1.00 | \$ 0.65 | \$ 0.45 |
| 668-750 | 873-981 | 1079-1212 | 1284-1443 | 1489-1674 | 1694-1905 | 1733-1948 | 1771-1991 | 1809-2034 | 1848-2078 | \$ 2.00 | \$ 1.30 | \$ 0.90 |
| 751-834 | 982-1090 | 1213-1347 | 1444-1604 | 1675-1860 | 1906-2117 | 1949-2165 | 1992-2213 | 2035-2261 | 2079-2309 | \$ 3.00 | \$ 1.95 | \$ 1.35 |
| 835-917 | 1091-1199 | 1348-1482 | 1605-1764 | 1861-2046 | 2118-2328 | 2166-2381 | 2214-2434 | 2262-2487 | 2310-2539 | \$ 4.00 | \$ 2.60 | \$ 1.80 |
| 918-939 | 1200-1228 | 1483-1518 | 1765-1807 | 2047-2095 | 2329-2384 | 2382-2438 | 2435-2493 | 2488-2547 | 2540-2600 | \$ 5.00 | \$ 3.25 | \$ 2.25 |

| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | FULL DAY | HALF DAY | PART DAY |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------------|----------------|----------------|
| 0-1179 | 0-1203 | 0-1227 | 0-1251 | 0-1275 | 0-1299 | 0-1323 | 0-1347 | 0-1371 | 0-1395 | \$1.00 Per Year* | 1.00 Per Year* | 1.00 Per Year* |
| 1180-1414 | 1204-1443 | 1228-1472 | 1252-1501 | 1276-1529 | 1300-1559 | 1324-1587 | 1348-1616 | 1372-1645 | 1396-1674 | \$ 0.50 | \$ 0.35 | \$ 0.25 |
| 1415-1650 | 1444-1684 | 1473-1717 | 1502-1751 | 1530-1784 | 1560-1818 | 1588-1852 | 1617-1885 | 1646-1919 | 1675-1953 | \$ 0.75 | \$ 0.50 | \$ 0.35 |
| 1651-1886 | 1685-1924 | 1718-1962 | 1752-2001 | 1785-2039 | 1819-2078 | 1853-2116 | 1886-2155 | 1920-2193 | 1954-2232 | \$ 1.00 | \$ 0.65 | \$ 0.45 |
| 1887-2121 | 1925-2165 | 1963-2208 | 2002-2251 | 2040-2294 | 2079-2338 | 2117-2381 | 2156-2424 | 2194-2467 | 2233-2511 | \$ 2.00 | \$ 1.30 | \$ 0.90 |
| 2122-2357 | 2166-2405 | 2209-2453 | 2252-2501 | 2295-2549 | 2339-2598 | 2382-2646 | 2425-2694 | 2468-2742 | 2512-2790 | \$ 3.00 | \$ 1.95 | \$ 1.35 |
| 2358-2593 | 2406-2646 | 2454-2698 | 2502-2751 | 2550-2804 | 2599-2857 | 2647-2910 | 2695-2963 | 2743-3016 | 2791-3068 | \$ 4.00 | \$ 2.60 | \$ 1.80 |
| 2594-2655 | 2647-2710 | 2699-2763 | 2752-2817 | 2805-2872 | 2858-2926 | 2911-2980 | 2964-3034 | 3017-3089 | 3069-3142 | \$ 5.00 | \$ 3.25 | \$ 2.25 |

*FAMILIES IN THIS INCOME GROUP SHALL PAY \$1.00 PER YEAR WHICH CONSTITUTES THE PERIODIC PAYMENT FOR THE ELIGIBILITY PERIOD

FAMILIES WITH INCOME HIGHER THAN THIS SCALE ARE INELIGIBLE FOR CHILD CARE ASSISTANCE

PART TIME CARE IS ONE HALF HOUR UP TO THREE HOURS OF CARE

HALF TIME CARE IS THREE HOURS OF CARE UP TO FIVE HOURS OF CARE

FULL TIME CARE IS FIVE HOURS OF CARE UP TO TEN HOURS OF CARE.

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/05 – 9/30/07
